

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING  
ADAMS COUNTY BOARD ROOM  
April 21, 2009, 6:00 p.m.

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the March 17, 2009 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims England, Kotlowski, Townsend, Ward, Kirslenlohr, Stuchlak to review during recess.
10. **Correspondence:**
11. **Appointments:** Reappoint Sarah Maternach to ACRIDC Board for a 3-year term.
12. **Unfinished Business:**
13. **Reports and Presentations:**
  - a. Wisconsin State Treasurer- Dawn Marie Sass
  - b. Administrative Coordinator/Director of Finance
  - c. 2008 Dog License Report
  - d. 2008 Annual Fair/Agricultural Report

14. Review of Committee Minutes

Adams County Board 3/17 Administrative & Fin 3/12 Airport 3/23 Exe Com 3/9 Golden Sands 1/15 Health & Human 3/13, 4/9 Humane Society 3/12	Library 3/23 Plan & Dev 4/1 Pub Safety & Jud Com 3/11	Pub Works 3/16, 4/6, 4/8 Resources & Rec 3/5, 3/10 SCLS 3/9 Surveyor 3/31
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15. **Resolutions:**

**Res. #24:** To replace two (2) 10-year old 2500 Series Chevrolet trucks and plow attachments, with two (2) 2009 leased 2500 Series Chevrolet trucks and plow attachments.

**Res. # 25:** To increase the number of sworn law enforcement deputies in the Sheriff's Department by one (1) through a "COPS Grant", thereby allowing the Sheriff to promote one (1) qualified person from the department to the rank of Investigator.

**Res. # 26:** To declare the month of April as Sexual Assault Awareness Month in Adams County.

**Res. # 27:** To show opposition to increases in landfill tipping fee surcharges and also show opposition to the elimination of recycling/solid waste grant programs.

**Res. # 28:** To recognize and proclaim May 2009 as Foster Family Month in Adams County, to highlight the importance of foster families.

**Res. # 29:** To authorize Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources Lake Classification Grant. The grant will provide financial assistance to Adams County to contract for services to design and certify installation of shoreland improvement practices to address Adams County Shoreland protection Ordinance compliance requirements.

**Res. # 30:** To establish a Personnel (Human Resources) Department and create a Personnel (Human Resources) Director.

**Res. # 31:** To oppose the Governor's proposed changes to insurance laws and 2009 Senate Bill 20.

**Res. # 32:** To rescind all prior resolutions establishing non-lapsing, carryover, and continuing appropriation accounts with the intent to re-establish those continuing appropriation accounts that are necessary for County operations.

**Res. # 33:** To transfer funds from the General Fund to cover County budgets that were not adequate in 2008.

16. **Ordinances:**

**Ord. #11:** Amend the Adams County Private Onsite Waste Treatment Systems Ordinance.

**Ord. #12:** Rezone a portion of a parcel of land in the Town of Adams, owned by Dale L. and Sheila L. Toltzmann, portion of property 5 acres, located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, changed from an A1-15 Exclusive Agricultural District to an R-3 Mobile Home Residential District.

**Ord. # 13:** Rezone a parcel of land in the Town of Adams owned by William R. Hill portion of property 40 acres located in the NW ¼, SW ¼, Section 34, Township 17 North, Range 6 East is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

**Ord. # 14:** Amend Ordinance No. 5-28A-05 to correct the fee imposed for worthless checks.

17. **Denials:**

**Denial # 02:** Deny zoning change of a parcel of land owned by Ronald L. and Debra M. Kowalewsky 5 acres located in the NE ¼, NW 1/4 Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022, not be changed from an R-2 Rural Residential District to an R-1 Single Family Residential District.

18. **Petitions:**

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk.

21. Motion for County Clerk to correct errors.

22. Set next meeting date.

23. **Closed Session:** (none)

24. Adjournment

# DOG LICENSE REPORT 2008

Municipality	Males	Neutered	Females	Spayed	Total	Kennel	Extra Kennel
Town of Adams	8	35	8	38	89		
Town of Big Flats	10	19	7	45	81		
Town of Colburn	0	6	0	7	13		
Town of Dell Prairie	14	61	8	65	148		
Town of Easton	14	27	6	39	86		
Town of Jackson	11	36	7	57	111		
Town of Leola	3	8	1	10	22		
Town of Lincoln	6	12	2	24	44		
Town of Monroe	8	12	0	20	40		
Town of New Chester	2	12	3	20	37		
Town of New Haven	11	20	12	30	73		
Town of Preston	2	9	4	14	29		
Town of Quincy	6	38	2	40	86		
Town of Richfield	2	14	2	9	27		
Town of Rome	13	92	9	88	202		
Town of Springville	11	52	10	69	142		
Town of Strong's Prairie	11	25	5	44	85		
City of Adams	13	34	6	48	101		
Village of Friendship	2	15	1	10	28		
County Treasurer	72	133	53	193	451	18	131
Totals	219	660	146	870	1895	18	131

County Treasurer issued one puppy license at \$4.00 each, three puppy licenses at \$1.50 each, six replacement licenses at no charge, collected \$120.00 in kennel late fees, and collected \$335.00 in regular late fees.

Please keep a copy of this report for your records and send original to:

Wisconsin Department of Agriculture, Trade & Consumer Protection, Division of Agricultural Development  
 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911  
 Late filing of this report will result in delay of paying state aid the following year until report is received

**ANNUAL REPORT**

of the

Adams Co Fair Fair &/or Agricultural Society for the year 2008 which is made in accordance with the provisions of State Law. The State Aid Law requires that this be filed on or before December 31 of the calendar year in which the fair is held.

**RECEIPTS**

Administrative Income .....	\$ <u>27 41</u>
Aid--State .....	<u>4312 71</u>
Aid--County and Other Governmental ....	<u>5000 00</u>
Advertisements .....	—
Gate Receipts (Include Parking) .....	<u>11 771 00</u>
Grandstand (Include Tax) .....	—
Space Rental to Concessionaires and Commercial	<u>2075 00</u>
Contest Entry Fees .....	<u>3270 00</u>
Fair Operated Concessions <u>10% of Gross</u>	<u>2578 50</u>
Stall and Pen Fees .....	—
Exhibitor Entry Fees .....	<u>835 00</u>
Gifts .....	—
Loans .....	—
Use of Grounds Rentals <u>Sale of Utilities *</u>	<u>4853 82</u>
(Non-Fair Income) .....	—
Sponsorships, Donations, etc. ....	<u>3370 00</u>
Merchandise, Sold <u>Tractor</u> .....	<u>2500 00</u>
Milk Sales .....	—
Fairest of the Fair Contest .....	—
Vendor (Recovery) Insurance .....	—
Carnival Income .....	<u>10620 00</u>
Meat Animal Sale .....	—
Merchandise .....	—
Miscellaneous (Itemize Items Over \$500)	
a. .... \$ .....	
b. ....	
c. ....	
Total Miscellaneous .....	
Total Receipts .....	<u>51378 51</u>
Cash on hand (Last Report) .....	<u>7228 81</u>
Total .....	<u>58642 25</u>

**DISBURSEMENTS**

Administrative Expense .....	\$ <u>2305 62</u>
All Federal Taxes .....	—
All State Taxes .....	—
Salaries and Cost for Service .....	<u>1159 00</u>
Officers' Salaries and Expense .....	<u>4376 78</u>
Superintendents and Assistants .....	—
Judges .....	<u>1600 00</u>
Premiums .....	<u>6165 00</u>
Supplies, Ribbons, and Trophies .....	<u>1301 71</u>
Printing, Premium Books, and Programs .....	<u>290 20</u>
Advertising .....	<u>1704 15</u>
Association Dues and Memberships .....	<u>812 00</u>
Insurance .....	<u>4255 00</u>
Utilities .....	<u>9391 80</u>
Rental of Equipment .....	—
Special Acts, Features, and Contests .....	<u>7902 49</u>
Fair Operated Concessions .....	—
Merchandise, Bought for Resale .....	—
Maintenance, Buildings and Grounds .....	<u>5099 88</u>
Fairest of the Fair Contest .....	<u>458 58</u>
Plant and Equipment (Permanent) .....	—
Meat Animal Sale .....	—
Interest on Loans .....	—
Repayment of Loans .....	—
Miscellaneous (Itemize Items Over \$500)	
a. .... \$ .....	
b. ....	
c. ....	
Total Miscellaneous .....	
Total Disbursements .....	<u>46822 21</u>
Cash on hand .....	<u>11820 04</u>
Total .....	<u>58642 25</u>

**STATEMENT MUST BALANCE**

P4 \* Adams Co Fair Does not own grounds other Non-Profits use grounds but must pay for all utilities



**RESOLUTION TO APPROVE LEASE AGREEMENTS FOR  
REPLACEMENT OF VEHICLES AT THE  
ADAMS COUNTY PARKS AND RECREATION DEPARTMENT**

INTRODUCED BY: Resource and Recreation Committee

INTENT & SYNOPSIS: Replacement of two (2) 10-year old 2500 Series Chevrolet trucks and plow attachments, with two (2) 2009 leased 2500 Series Chevrolet trucks and plow attachments.

FISCAL NOTE: Four-year annual municipal lease payment of \$13,532.24 to be charged to Castle Rock Park capital equipment Account No. 100 E 41 55450 910 and a four-year annual municipal lease payment of \$10,096.93 to be charged to Petenwell Park capital equipment account No. 100 E 41 55410 910. Please note attached quotes.

WHEREAS: The Adams County Parks, Recreation, and Trails Department has for the past fifteen years, purchased all current inventoried Park trucks utilizing municipal lease/purchase agreements with A-F Motors, Inc., of Adams, Wisconsin; and

WHEREAS: The two (2) vehicles referenced herein will be replaced utilizing park user revenues and no tax dollars; and

WHEREAS: The existing two 10-year old trucks will be sold by advertising and receiving sealed bids. All proceeds from the 10-year old trucks will go back into Castle Rock Park revenue account No. 100 R 46718 and Petenwell Park revenue account No. 100 R 46717, since original lease/purchase of the 10-year old trucks was also funded by revenues, and not tax levied dollars.

THEREFORE, BE IT RESOLVED, that Adams County Board of Supervisors hereby approves entering into two municipal lease agreements with A-F Motors, Inc., of Adams, Wisconsin, for replacement of two (2) 10-year old 2500 Series Chevrolet trucks currently used as park vehicles by the County Parks and Recreation Department, with two (2) 2009 2500 Series Chevrolet trucks. Upon completion of the 4-year municipal lease agreements, Adams County may purchase said vehicles for \$1.00 each.

Dated this 21<sup>st</sup> day of April, 2009.

Joe Stachlak  
Mark Licitur  
David Kerner

Larry Hartley  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this \_\_\_\_\_ day of  
April, 2009.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk



A-F MOTORS, Inc.

201 S. Main St. - Box 759 / ADAMS WISCONSIN 53910 / Telephone 608-339-3392

March 10, 2009

Adams County Parks and Recreation Department  
400 Main Street  
Friendship WI, 53934

Dear Committee Members:

Attached please find a spec sheet and quotation for the lease of a 2009 Chevrolet Silverado 2500 HD Reg. Cab 4x4 LT (*administrative truck*) with an 8'2" BOSS V-Plow per your specifications:

Chevrolet Silverado 2500 HD Reg. Cab 4x4 LT

Total: \$40,344.00 price includes snow plow

(License, Title and Service Fee extra)

4-Year Annual Lease Payment: **\$13,532.34**

Vehicle is to be ordered upon Bid Approval. Quote is valid for 30 days.

Thank you for allowing us the opportunity to present this quotation. If you have any questions, please feel free to call.

Sincerely,

A-F MOTORS, INC.

Tadd Wormet

Enclosures



A-F MOTORS, Inc.

201 S. Main St. - Box 759 / ADAMS WISCONSIN 53910 / Telephone 608-339-3392

March 10, 2009

Adams County Parks and Recreation Department  
400 Main Street  
Friendship WI, 53934

Dear Committee Members:

Attached please find a spec sheet and quotation for the lease of a 2009 Chevrolet Silverado 2500 HD Reg. Cab 4x4 (*parks truck*) with an 8'2" BOSS V-Plow per your specifications:

Chevrolet Silverado 2500 HD Reg. Cab 4x4

Total: \$30,102 price includes snow plow

(License, Title and Service Fee extra)

4-Year Annual Lease Payment: **\$10,096.93**

Vehicle is to be ordered upon Bid Approval. Quote is valid for 30 days.

Thank you for allowing us the opportunity to present this quotation. If you have any questions, please feel free to call.

Sincerely,

A-F MOTORS, INC.

A handwritten signature in cursive script that reads 'Tadd Wormet'.

Tadd Wormet

Enclosures

**Resources and Recreation Committee Meeting**  
**March 10, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:05 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Tim and Lorie Hodkiewicz – Soccer and Little League Program Reps, Dave Dehmlow – Dehmlow Trucking, Todd Dolata – T & L Excavating, Darrin Johnson – WRPC, Clem Safranek – MSA, Tadd Wormet – AF Motors, Chuck Sibilsky – LWCD, Barb Petkovsek – Admin. Coord./DOF, and John Albert – Corporation Counsel.

**Approve Agenda:** Motion by Stuchlak/Licitar to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Renner/Stuchlak to approve the February 10, 2009, minutes as printed. Motion carried.

**Agenda Items:**

**Committee Recreation Report:** Renner inquired about an ATV trail segment in Strongs Prairie area – Coordinator reported he has no knowledge of this apparent private trail.

Licitar reported receiving a complaint on the user fee at Fawn Lake. Director reported a portapotty will be installed at Fawn Lake for the first time this season.

Renner inquired about Mason Lake, who owns what? Director reported the County owns the boat launch and Wagon Wheel Campground owners own  $\frac{3}{4}$  of the parking lot. Wagon Wheel sells the seasonal user fee stickers for the Parks Department and retains 50 % of the revenues from their sales for the use of the parking lot.

**Correspondences:** None.

**Special User Requests:** Motion by Licitar/Hartley to approve the Dellwood Snowmobile Club's request to hold a pancake breakfast May 24, 2009, in the Castle Rock Park shelter building per Adams County Park Ordinance # 6-2008, Sec. 2.2. Motion carried.

**Public Participation:** None.

**Little League & Soccer League:** Mr. Hodkiewicz reviewed the soccer program for Committee. Motion by Stuchlak/Hartley to release \$1,000.00 to the Roche-A-Cri Little League and \$1,000.00 to the A-F Youth Summer Soccer as approved in the 2009 budget per County Board. Motion carried.

**Administrative Directive on Campgrounds Management:** Motion by Renner/Stuchlak to postpone to April agenda. Motion carried.

Motion by Hartley/Stuchlak to modify agenda order. Motion carried.

**Employee Status Report(s):** Outlying Caretaker will start beginning of April. Lifeguard positions will be available.

**Outlying Parks:** Park users that prefer to purchase a season pass vs. a day user pass will be able to request to purchase the sticker(s) at the outlying registration boxes by enclosing the money and filling out a form for pass(es) to be mailed to the purchaser. This is new for 2009 and makes for a more user friendly system for the general public.

**Expense Check Summary Report:** Reviewed by Committee. Renner requested the gas and electric line item be separated beginning with the 2010 budget. Director will discuss request with Admin. Coord.

**Castle Rock and Petenwell Park Riprap projects to include associated road repairs and opening and awarding bids at 10:00 a.m:** Director reported Petenwell Park is eligible for \$36,000.00 and Castle Rock Park is eligible for \$10,483.00 of State aid for the riprap projects at 75% cost-share – County has to pay 25% of the project costs for Petenwell and slightly higher for Castle Rock. Director read aloud bid ad that was publicized in the Adams County Times Reporter and stated the County does not have the necessary project permits yet. Project cannot begin till permits are received.

Motion by Renner/Stuchlak that a performance bond be required by the successful bidder before work may begin. Motion carried.

Dehmlow opened and read aloud the project bids.

A ten minute recess was taken.

Motion by Stuchlak/Renner to accept Dehmlow Trucking's bid of \$39,395.44 for Petenwell Park and \$19,918.50 for Castle Rock Park, to include extension of starting date. If Dehmlow Trucking does not accept the project will be awarded to the second lowest bidder. Roll call vote, all yes. Motion carried.

**Castle Rock Park Harbor of Refuge feasibility study proposal from MSA Professional Services:** Mr. Safranek reviewed the need and steps to be taken for the Castle Rock Harbor of Refuge feasibility study.

Motion by Renner/Hartley to approve MSA perform a feasibility study for the proposed Castle Rock Park Harbor of Refuge at a cost of \$85,000.00 - \$95,000.00, contingent upon the Parks Department securing funding for the project and Committee approval. Motion carried.

**Vehicle Replacements:** Mr. Wormet reviewed A-F Motors quotes and specs for two new trucks and plows purchased via municipal leases as the Department has done in the past. Director reported one new truck would go to Petenwell Park and the other for the Admin Office, the current Admin truck would go to Castle Rock Park. **Motion by Renner/Stuchlak to draft a Resolution to purchase the two proposed trucks and plows from A-F Motors via municipal leases and forward to County Board for approval. Motion carried.**

**Tourism/Sports Shows:** Director reported there are only two shows remaining for the winter/spring season.

**Trails Report:** Coordinator reported an Easton trail segment is closed to snowmobiling due to logging in the area. The County received the State Aid Agreement for the Wood County trail segment that Adams County is grooming.

Coordinator will be meeting with Plum Creek Timber Company Rep(s) to discuss the ATV trail(s) on Plum Creek properties. The lease is expired.

Coordinator reported the Hwy Z approach and 18<sup>th</sup> approach will be done by the Hwy Department.

The \$3500 lease agreement for the trail segment in Monroe Center will be included in the 2010 state aid request.

**Future Agenda Items:** Castle Rock Park pulping project bids and Administrative Directive on Campgrounds Management.

**Next Meeting Date:** April 14, 9:00 a.m., A231.

**Adjourn:** Motion by Licitar/Stuchlak to adjourn at 11:58 a.m. Motion carried.

Submitted by,

Glenn Licitar  
Committee Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Resource and Recreation Committee

**RESOLUTION TO APPROVE APPLICATION BY THE  
ADAMS COUNTY SHERIFF'S DEPARTMENT  
FOR A "COPS GRANT" TO FUND A NEW DEPUTY POSITION  
FOR A PERIOD OF THREE YEARS**

**INTRODUCED BY:** Public Safety and Judiciary Committee

**INTENT & SYNOPSIS:** To increase the number of sworn law enforcement deputies in the Sheriff's Department by one (1) through a "COPS Grant," thereby allowing the Sheriff to promote one (1) qualified person from in the department to the rank of Investigator. This will increase the number of Investigators to four (4), however overall staffing of the Department will increase by only one (1).

**FISCAL NOTE:** The new Deputy's salary and benefits would be paid by the COPS Grant for the first three (3) years of employment (approximately \$219,145.68 funded by grant), at which time Adams County will have to approve additional funding for the position, covering twelve (12) more months (projected cost \$82,127.57). The cost of training and equipment would also be the County's responsibility (approximately \$30,000.00 including vehicle), for a total of \$112,127.57.

**WHEREAS:** the Adams County Sheriff's Department has not had an increase in Investigator staffing levels since the late 1970s; and

**WHEREAS:** the Sheriff's Department continues to need an additional Investigator due to increased crime in Adams County; and

**WHEREAS:** applying for the COPS Grant would be the most cost effective way of increasing the Investigators staff, by covering most of the cost through said grant for the first three (3) years, thereby reducing the impact to the County budget for that period.

**NOW, THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves that the Adams County Sheriff's Department may apply for the "COPS Grant" to fund a new Deputy position for a period of three (3) years, thereby allowing the Sheriff to promote a qualified person from within the department to the position of Investigator.

**BE IT FURTHER RESOLVED:** That the County will have to approve additional funding for twelve (12) months, after the three (3) years covered by the COPS Grant, along with training and equipment costs.

Dated this 8<sup>th</sup> day of April, 2009.

Cynthia Loken  
Greg Kottowski  
Levy G. Jernice

Florina Johnson  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Al Sebastiani, County Board Chair

\_\_\_\_\_  
Cindy Phillippi, County Clerk

Resolution no. 26 -2009  
**Resolution to Proclaim April 2009**  
**National Sexual Assault Awareness Month in Adams County**

INTRODUCED BY: Public Safety and Judiciary Committee

INTENT & SYNOPSIS: To declare the month of April as Sexual Assault Awareness Month in Adams County

FISCAL NOTE: None.

WHEREAS, The United States Government has declared April as "Sexual Assault Awareness Month"; and

WHEREAS, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence remains an intolerable violent crime with public health implications for every person in Adams County as a victim/survivor or as a family member, significant other, neighbor or co-worker of a victim/survivor; and

WHEREAS, No one person, organization, agency or community can eliminate sexual assault on their own—we must work together to educate our entire population about what can be done to prevent sexual assault, support victim/survivors and their significant others, and ensure that victim/survivors are not re-victimized; and

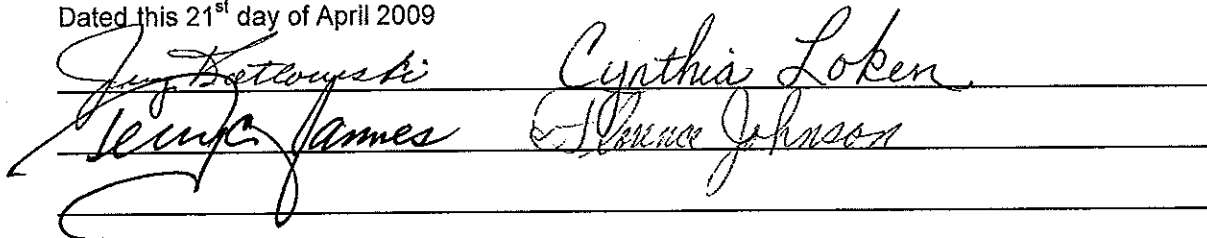
WHEREAS, Sexual Assault Awareness Month is also meant to encourage public education and public discourse that leads to full public competence in speaking out against sexual violence, counteracting the reality that many in today's society remain disturbingly uninformed with respect to issues of sexual violence; and

WHEREAS, With leadership, dedication and encouragement, there is compelling evidence that we can be successful in reducing incidents of this outrageous crime against citizens living in Adams County, preventing some attacks through increased awareness and holding perpetrators who commit sexual violence responsible for their actions;

NOW, THEREFORE BE IT RESOLVED that the Adams County Board of Supervisors designates the month of April, from this date forward, to be Sexual Assault Awareness Month in Adams County.

AND BE IT FURTHER RESOLVED that the Adams County Board of Supervisors reaffirms its commitment to address the issues of rape and speak out against sexual violence by: remembering victim/survivors, supporting survivors, holding perpetrators responsible for committing sexual attacks, and challenging societal myths and behaviors that perpetrate sexual violence in our community.

Dated this 21<sup>st</sup> day of April 2009



Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 21<sup>st</sup> day of April,  
2009.

Al Sebastiani, County Board Chair

Cindy Phillippi, County Clerk



**RESOLUTION OPPOSING INCREASES IN LANDFILL TIPPING FEE SURCHARGES AND  
OPPOSING ELIMINATION OF RECYCLING/ SOLID WASTE GRANT PROGRAMS:**

**RESOLUTION #2009 - 27**

**INTRODUCED BY: PUBLIC WORKS COMMITTEE**

**INTENT & SYNOPSIS:** To show opposition to increases in landfill tipping fee surcharges and also show opposition to the elimination of recycling/solid waste grant programs:

**FISCAL NOTE:** An unknown amount of previously awarded grant monies to Adams County will be eliminated, significantly affecting our solid waste and recycling operations and causing additional fees to the citizens of Adams County.

**WHEREAS,** the State of Wisconsin mandated recycling in 1990 under 1989 Wisconsin Act 335 and Administrative code NR 544; and

**WHEREAS,** NR 544 requires Towns, Villages, Cities or Counties, hereafter Municipalities, to become Responsible Units for Recycling and as such are required to establish and pay for Effective Recycling Programs; and

**WHEREAS,** the State of Wisconsin originally proposed to cost share 66% of the Municipalities' costs for establishing and maintaining Effective Recycling Programs; and

**WHEREAS,** the State of Wisconsin currently only reimburses municipalities for less than 30% of their residential recycling costs; and

**WHEREAS,** the State of Wisconsin has imposed levy limits on Municipalities putting many under severe financial constraints; and

**WHEREAS,** since 1990, the State has taken more than one hundred eleven million dollars (\$111,000,000) away from the segregated recycling fund to pay for other State programs; and

**WHEREAS,** the State of Wisconsin has used monies raised to support Municipal Recycling Programs as part of a failed attempt to balance the State's budget; and

**WHEREAS,** the last State biennial budget increased landfill tipping fee surcharges on every ton of solid waste disposed of in Wisconsin (excluding high volume industrial by-products) whereby, effective November 1, 2007, the recycling tip fee surcharge increased from \$3.00/ton to \$4.00/ton and the environmental repair fee increased from \$0.50/ton to \$1.60/ton; and

**WHEREAS,** the current budget proposed by Governor Jim Doyle seeks another increase in the landfill tipping fee surcharges, whereby, effective October 1, 2009, the recycling tip fee surcharge would increase from \$4.00/ton to \$5.00/ton and effective July 1, 2009, the environmental repair fee would increase from \$1.60/ton to \$5.00/ton; and

**WHEREAS,** these increases equate to a 67% increase in the recycling tip fee surcharge and a 900% increase in the environmental repair fee since October, 2007, and these increases will be implemented in the middle of a budget year, putting increased strain on already stressed municipal budgets; and

49       **WHEREAS**, the proposed landfill tipping fee surcharge increases are coupled by elimination or  
50 reduction of grant programs serving municipalities and counties including: reduction of Basic Recycling  
51 Grants to responsible units from \$31 million/year to \$30.69 million/year; elimination of the Recycling  
52 Efficiency Incentive Grant program, appropriated at \$1.9 million/year; elimination of the Waste  
53 Reduction and Recycling Demonstration Grant program, appropriated at \$500,000/year; elimination of  
54 the Clean Sweep Grant program, which funded agricultural chemical, household hazardous and unwanted  
55 pharmaceutical collection programs, appropriated at \$1 million/year and elimination of the business waste  
56 reduction and recycling assistance program, appropriated at \$1 million/year;

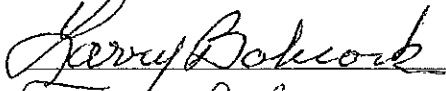
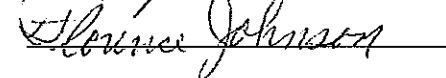
57  
58       **NOW, THEREFORE, BE IT RESOLVED**, that the Adams County Board of Supervisors  
59 opposes increases in the landfill tipping fee surcharges, as this will place an undue burden on  
60 municipalities, and past practice has demonstrated misuse of collected funds for General Purpose  
61 Revenue and other programs; and

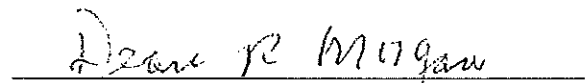

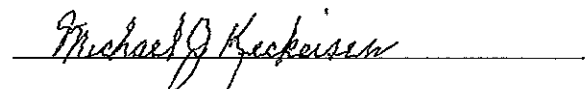
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63       **BE IT FURTHER RESOLVED**, that the Adams County Board of Supervisors opposes the  
64 elimination or reduction of recycling/solid waste grant programs which will further decrease the State's  
65 cost share of mandated recycling programs and increase the potential contamination of Wisconsin's  
66 environment through improper disposal of agricultural chemicals, household hazardous waste and  
67 unwanted pharmaceuticals due to the lack of collection opportunities; and

68  
69       **BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Wisconsin  
70 Counties Association, Wisconsin Towns Association, League of Wisconsin Municipalities, Wisconsin  
71 Alliance of Cities, Adams County State Representatives and State Senators, Joint Committee on Finance  
72 and Governor Jim Doyle.

73  
74       Dated this \_\_\_\_\_ day of April, 2009.

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76       PUBLIC WORKS COMMITTEE:

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78   
79 

80  
81  
82       \_\_\_\_ Adopted       by the County Board of Supervisors this \_\_\_\_\_ day of April, 2009.  
83       \_\_\_\_ Defeated

84  
85  
86       \_\_\_\_\_  
87       Cindy Phillippi, County Clerk

\_\_\_\_\_  
Al Sebastiani, County Board Chair

**RESOLUTION PROCLAIMING  
MAY 2009 FOSTER FAMILY MONTH IN ADAMS COUNTY**

**INTRODUCED BY:** Health and Human Services Board

**INTENT & SYNOPSIS:** To recognize and proclaim May 2009 as Foster Family Month in Adams County, to highlight the importance of foster families.

**FISCAL NOTE:** None

**WHEREAS:** There are six (6) licensed foster homes in Adams County, which provide loving care, guidance, food, shelter, nurturing, and support to Adams County children who cannot remain in their homes; and

**WHEREAS,** Foster families devotedly and unselfishly open their homes and lives to children in need; and

**WHEREAS,** Foster parents work with families of foster children to help strengthen those families and aid in the reunification of foster children with their families; and

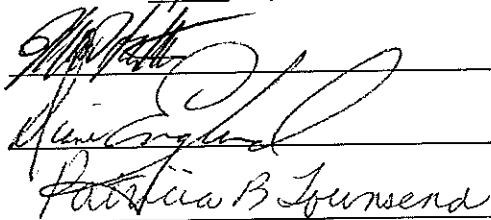
**WHEREAS,** Foster families need the commitment, support, and encouragement of their county and communities to successfully foster these children; and

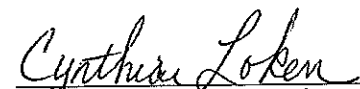


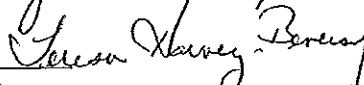
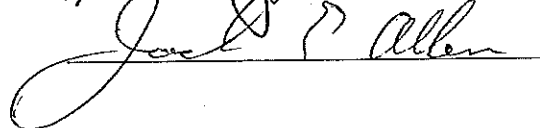
**WHEREAS,** There is an ever increasing need for quality foster families in Adams County to serve these children and their families; and

**WHEREAS,** Foster families are, as stated herein, very special and deserve our profound gratitude and appreciation.

**NOW THEREFORE, BE IT RESOLVED,** that the Adams County Board of Supervisors, does hereby proclaim May 2009 as Foster Family Month in Adams County, and as such, urges its citizens to recognize the importance of foster families in Adams County, the State of Wisconsin, and throughout the Country.

Dated this 9 day of April, 2009.

  
\_\_\_\_\_  
Patricia B. Townsend

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
\_\_\_\_\_ day of April, 2009.

RESOLUTION NO. 29 - 2009

**RESOLUTION TO APPLY FOR A WDNR LAKE CLASSIFICATION GRANT**

INTRODUCED BY: Planning and Development Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for a Wisconsin Department of Natural Resources Lake Classification Grant. The grant will provide financial assistance to Adams County to contract for services to design and certify installation of shoreland improvement practices to address Adams County Shoreland Protection Ordinance compliance requirements.

FISCAL NOTE: The grant will provide \$25,000 in 2010 and \$25,000 in 2011. Adams County will be required to provide \$8,400 in 2010 and \$8,400 in 2011. Adams County funding will come from existing funds within expense accounts the Land and Water Conservation Department currently oversees.

WHEREAS: Adams County lakes are an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: the protection of County lakes and reasonable lake use activities are paramount in protection of water quality and the natural ecosystem of lakes; and

WHEREAS: the Adams County Land and Water Conservation Department has the qualifications to perform the responsibilities of the WDNR Lake Classification grant.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved for the Administrative Coordinator/Director of Finance to submit an application to the Wisconsin Department of Natural Resources Lake Classification Grant Program, for the purpose of contracting services for designing and certifying the installation of shoreland improvement practices on County lake shorelands to address water quality, soil erosion issues and Adams County Shoreland Protection Ordinance compliance.

BE IT FURTHER RESOLVED THAT Adams County will comply with State rules for the program, and will meet the financial obligations under the grant.

Submitted this \_\_\_\_ day of \_\_\_\_, 2009

*Joanne Sumpter*  
*Sylvia Breche* *James Gleynicktar*  
*John Stuckel*

Adopted \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2009.

Defeated \_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chair

**RESOLUTION TO ESTABLISH A PERSONNEL (HUMAN RESOURCES)  
DEPARTMENT AND CREATE A PERSONNEL (HUMAN RESOURCES) DIRECTOR**

**INTRODUCED BY:** Executive Committee.

**INTENT & SYNOPSIS:** To establish a Personnel (Human Resources) Department and create a Personnel (Human Resources) Director.

**FISCAL NOTE:** Sufficient monies have been placed in the County contingent fund for 2009, and placement of the position within the non-represented pay schedule will be determined by Executive Committee, with the recommendation of Carlson Dettmann.

**WHEREAS:** The Adams County Corporation Counsel/Personnel Director Office Long Range Planning Ad Hoc Committee met from July 2007 through January 2009; and

**WHEREAS:** Said Committee recommended to the County Board that it proceed with filling the position in 2009; and

**WHEREAS:** The Executive Committee concurs with the Corporation Counsel/Personnel Director Office Long Range Planning Ad Hoc Committee recommendation to proceed with filling the position in 2009; and

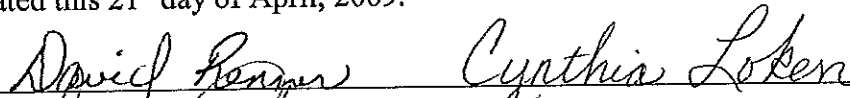
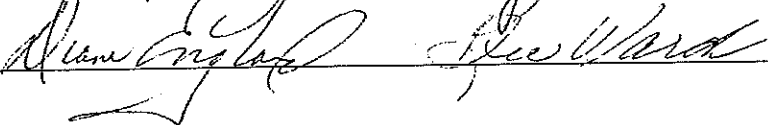
**WHEREAS:** Said Committee took further action to forward a job description for a separate Personnel Director to the Executive Committee; and

**WHEREAS:** The Executive Committee has approved the Personnel Director job description.

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that it is hereby approved that a Personnel (Human Resources) Department be established and a Personnel (Human Resources) Director be hired as soon as possible.

**BE IT FURTHER RESOLVED:** That the position be funded from the County contingent fund for 2009, as discussed by the Finance Committee at budget meetings, and that the wage grade be established by the Executive Committee, with the recommendation from Carlson Dettmann, to maintain the integrity of the County non-represented pay plan.

Dated this 21<sup>st</sup> day of April, 2009.

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 21<sup>st</sup> day of April, 2009.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

## JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Personnel Director

STATUS: Full-time, Exempt

DEPARTMENT: Personnel

SUPERVISOR: Reports to Executive Committee and County Board

### PERSONNEL DIRECTOR GENERAL DESCRIPTION:

Plan, direct, and coordinate personnel functions of the County to maximize the use of personnel and maintain functions such as recruitment, personnel policies, regulatory compliance and six (6) collective bargaining agreements. Personnel Director conducts research, consults, evaluates and coordinates work for the Executive Committee and other Departments, as requested.

### JOB DUTIES:

1. Shall formulate policies and procedures for recruitment, testing, placement, internal job postings, classification/re-classifications, orientation and labor relations.
2. Responsible for planning, directing and coordinating work activities relating to employment, compensation, labor relations and employee relations.
3. Analyze compensation policies, government regulations and prevailing wage rates to develop a competitive compensation plan.
4. Review and develop methods to improve employment policies, processes and practices; recommend changes to management.
5. Prepares and approves the annual budget for the department.
6. Schedule qualified persons for presentations to Department Heads, County Board and its Committees, regarding current human resource policies and practices; make any recommendations for change.
7. Assist the County Board of Supervisors and Department Heads in handling personnel matters, including the administration, interpretation and drafting of the County's Collective Bargaining Agreements, the Adams County Personnel & General Administrative Policies, processing union grievances, and employee disciplinary matters.

8. Work in conjunction with the County Corporation Counsel and/or labor attorney in negotiating bargaining agreements and resolving labor disputes.
9. Meet with union officials, County managers, Corporation Counsel and/or attorneys and Board Supervisors, as deemed necessary, to resolve grievances.
10. Conducts and supervises exit interviews.
11. Reviews current legislation, arbitration decisions and collective bargaining agreements to assess labor trends, on behalf of the County.
12. Maintain all personnel files, records and compliance data concerning all County employees, including new hires, performance appraisals and wages.
13. Review, maintain and evaluate job descriptions, as necessary, for County.
14. Direct and/or coordinate an employee position classification system and prevailing wage rate schedules. In conjunction with the Executive Committee and Department Heads, prepare and revise job descriptions and allocate positions in accordance with level of responsibility, education, experience and other criteria.
15. Attend all Executive Committee meetings and other committee meetings upon request; provide monthly reports. Accomplish tasks assigned by Executive Committee regarding personnel.
16. Recommend an annual budget and prepare reports for the Executive Committee. Draft ordinances and resolutions for consideration by the County Board related to personnel.
17. Advise, direct and coordinate the transfer, promotion, lay-off, recall, demotion and termination of employees. Investigate unemployment compensation claims by employees.
18. Assure that all confidential personnel files and other associated records are appropriately maintained.
19. Administer and advise the County Executive Committee, Board, and all employees regarding the County Health Plan. Oversee and coordinate all contacts with Health Plan providers and recommend any changes to the health plan, as deemed necessary. Conduct meetings with Board Supervisors, Department Heads, and employees regarding the health plan on a regular basis, or as deemed necessary.
20. Administer the County Worker's Compensation Plan and coordinate with its plan carrier. Maintain the Worker's Compensation records of employees.

21. Serve as the County's official Safety Coordinator and coordinate County safety programs with Department Heads and the County Board. Maintain safety records in compliance with all State and Federal regulations.
22. Responsible for processing all applications and related job information and assisting the Department Head in screening all applications. Responsible for new employee orientation and assisting new employees with completing all necessary forms for employment.

PERSONNEL DIRECTOR QUALIFICATIONS:

1. Bachelor's Degree from an accredited college in Public Administration, Business Management, Human Resources or closely related field, or a combination of education and substantial experience in the Human Resources field, preferably in a county or public sector environment.
2. Thorough knowledge of human resources and personnel policies and procedures.
3. Considerable knowledge of data collection techniques.
4. Considerable knowledge of employment laws, including affirmative action, discrimination, FLSA, FMLA, and other applicable State and Federal laws.
5. Working knowledge of Wisconsin personnel related Statutes and Administrative code.
6. Working knowledge of State and Federal government and procedures at all levels.
7. Ability to write clearly and precisely.
8. Considerable ability to keep and maintain confidential and accurate records and information.
9. Valid Wisconsin Driver's License.
10. Ability to supervise and direct support staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT FOR THE  
PERSONNEL DIRECTOR:

1. Work indoors in a controlled environment (Office).
2. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.



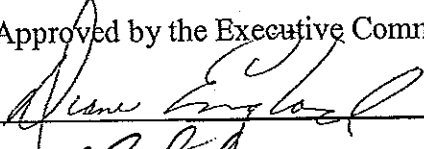
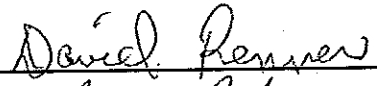

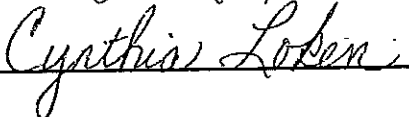
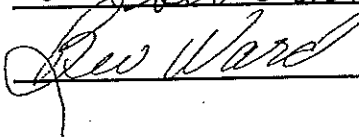
3. Activities include frequent verbal and written communication, utilizing phone systems and computer applications and frequently require the application of tact and understanding to resolve conflict or trouble-shoot problem situations.
4. Ability to operate a variety of office equipment such as computer terminal, fax machine, calculator, computer printer and photocopier.

Exposure to bloodborne pathogens is considered low for this position.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

ADAMS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH ADAMS COUNTY WHEN NECESSARY.

Approved by the Executive Committee this 9<sup>th</sup> day of March, 2009.

**RESOLUTION OPPOSING THE GOVERNOR'S PROPOSED CHANGES TO INSURANCE LAWS  
AND 2009 SENATE BILL 20**

INTRODUCED BY: Al Sebastiani, Chairman.

WHEREAS: Governor Jim Doyle's 2009 Executive Budget Bill (2009 Assembly Bill 75) contains several anti-tort reform proposals including, but not limited to:

- Changing comparative negligence laws to force a defendant to pay one hundred percent of the damages when they have as little as one percent of liability;
- Forcing individuals, companies and local governments to pay for higher levels of insurance by increasing mandatory minimum auto liability insurance limits;
- Changing the definition of an "underinsured motorist" in a way that increases insurance claims;
- Requiring insurance companies to cover "uninsured motorist" insurance claims when no contact was made between the insured's car and another car, thereby increasing the risk of fraudulent claims;
- Allowing "stacking" of coverage for "underinsured motorists" such that the coverage limits for an accident are not limited to the policy relating to the particular vehicle involved in the accident;
- Forcing excess or umbrella insurers to offer to cover certain claims when the coverage was not requested by the insured; and

WHEREAS: the aforementioned anti-tort reform proposals would significantly increase the cost of providing insurance in Wisconsin; and

WHEREAS: Adams County currently procures its liability insurance through Wisconsin County Mutual Insurance Corporation (WCMIC); and

WHEREAS: WCMIC is a county owned and operated mutual insurance company created for the purpose of providing long-term stability in insurance coverage and insurance costs for counties; and

WHEREAS: as a mutual insurance company, WCMIC's increased cost of providing insurance resulting from the anti-tort reform proposals would be borne by counties and their taxpayers directly in the form of increased insurance premiums; and

WHEREAS: 2009 Senate Bill 20 is currently pending before the Senate Labor, Election and Urban Affairs Committee; and

WHEREAS: Senate Bill 20 would have a dramatic financial impact on counties by changing employment discrimination laws as follows:

- Allowing claimants to collect unlimited punitive damages against counties contrary to current state and federal law;

- Forcing counties to pay a punitive 10% surcharge to the court system in addition to unlimited damages;
- Forcing counties to litigate issues of compensatory and punitive damages years after the initial discrimination complaint was filed.
- Creating an irrational and inefficient complaint process where both parties have an incentive to litigate claims to the fullest extent possible; and

WHEREAS: Adams County faces significant budgetary challenges related to the provision of critical state and county services at a time when state and federal financial support for such services is decreasing and the burden placed on Adams County taxpayers is growing; and

WHEREAS: adding new costs for counties and forcing counties to increase their tax levies during our current economic downturn would be devastating to property taxpayers who can ill afford increased taxes or increased insurance costs;

NOW, THEREFORE, BE IT RESOLVED, that the Adams County Board of Supervisors hereby opposes the Governor's proposed changes to insurance laws included in his 2009 Executive Budget and the proposed changes to employment discrimination laws in 2009 Senate Bill 20 and strongly encourages its senators and representatives in the Wisconsin State Legislature to reject the Governor's proposals and Senate Bill 20.

Dated this 21<sup>st</sup> day of April, 2009.

*Al Sebastian*  
*Joyce Kusanoko*  
*Karl Kling*  
*Ken Ward*

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Adopted \_\_\_\_\_  
 Defeated \_\_\_\_\_ this 21<sup>st</sup> day of April, 2009.  
 Tabled \_\_\_\_\_

Chairman

County Clerk

RESOLUTION TO RESCIND EXISTING NON-LAPSING OR DESIGNATED CARRYOVER FUNDS  
RESOLUTIONS & RE-ESTABLISH ACCOUNTS AS NECESSARY FOR COUNTY OPERATIONS

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To rescind all prior resolution establishing non-lapsing, carryover, and continuing appropriation accounts with the intent to re-establish those continuing appropriation accounts that are necessary for County operations.

FISCAL NOTE: None.

WHEREAS: The County Auditor, Schenck Not-for-Profit, has recommended in its management letter that Adams County review its policy for the creation of non-lapsing or designated carryover accounts which it has done and included in the Personnel & General Administrative Policies, Chapter 8 Section 16 – Continuing Appropriation /Fund Balances; and

WHEREAS: On April 7, 2009, the Administrative & Finance Committee reviewed the existing non-lapsing or designated carryover accounts to determine which of these accounts should continue to exist for funding of designated projects and grants necessary for County operation.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that all resolution adopted prior to adoption of this resolution establishing non-lapsing or designated carryover accounts be rescinded upon adoption of this resolution. All existing designated fund balances of accounts that are eliminated upon adoption of this resolution shall close to the general fund.

BE IT FURTHER RESOLVED: that the following continuing appropriation accounts are established upon adoption of this resolution:

1. Land Information - Land Information
2. Clerk of Courts - State Aid Circuit Court
3. Family Court Commissioner - Mediation
4. MIS - MIS Computer
5. Sheriff Recreation – Boat/Snowmobile/ATV Grants
6. Sheriff - Jail Assessment
7. Sheriff - Commissary
8. Sheriff - K9 Donations
9. Sheriff - Project Lifesaver Donations
10. Emergency Management - SARA
11. Emergency Management Hazmat
12. Airport - Airport
13. Airport - Airport Fuel
14. Parks - Snowmobile
15. Parks – Park Capital
16. Parks – Petenwell
17. Parks – Outlying
18. Parks – Castle Rock
19. Parks – Tourism
20. UW Extension – Special Projects
21. Land & Water Conservation – County Dam Maintenance
22. Land & Water Conservation – DNR Conservation Aids
23. Land & Water Conservation – Manure Storage Program
24. Land & Water – Lake Protection

25. Planning & Zoning – Hydrograph
26. Miscellaneous – Vending
27. Miscellaneous – Holiday Tree
28. Miscellaneous – Record Control
29. Administrative Coordinator – Space Needs Study
30. Clerk of Court – Video Conferencing
31. Contingency Fund

Health & Human Services

1. Public Health – Preparedness Grant
2. Public Health – Tobacco Grant

Submitted by the Administrative and Finance Committee for adoption this 21<sup>st</sup> day of April, 2009.

*[Signature]* *at Solo Studio*  
*Karl H. Briggman*  
*Joyce K. Briggman*

Adopted \_\_\_\_\_  
 Defeated \_\_\_\_\_  
 Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 21st day of April,  
 2009.

\_\_\_\_\_  
 County Board Chair

\_\_\_\_\_  
 County Clerk

**RESOLUTION TO APPROVE THE TRANSFER OF GENERAL FUNDS TO  
COVER 2008 BUDGET SHORTFALLS**

**INTRODUCED BY:** Administrative Finance Committee.

**INTENT & SYNOPSIS:** To transfer funds from the General Fund to cover County budgets that were not adequate in 2008.

**FISCAL NOTE:** \$20,575.75 from the General Fund undesignated fund balance.

**WHEREAS:** The 2008 County budget, as passed, was inadequate in the following accounts:

Coroner - Physician Charges & Transports	\$15,713.78
Prior Year Write Offs	\$ 4,861.97

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that it is hereby approved to transfer the following amounts from the undesignated General Fund balance:

Coroner - Physician Charges & Transports	\$15,713.78
Prior Year Write Offs	\$ 4,861.97

Submitted by Administrative & Finance Committee for adoption on this 14th day of April, 2009.

*W. Sebastian* *Dev Ward*  
*Joyce Kirschenlohr*  
*Karl G. Kring*

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 21<sup>st</sup> day of April, 2009.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

ORDINANCE: 11, 2009

AMENDMENT OF THE ADAMS COUNTY PRIVATE ONSITE WASTE TREATMENT SYSTEMS  
ORDINANCE

WHEREAS; The Adams County Board of Supervisors adopted the Adams County Sanitary Ordinance on August 28, 1968, with an effective date of October 01, 1968; and

WHEREAS; The Adams County Board of Supervisors adopted amendments to the Adams County Sanitary Ordinance on March 19, 1974 and June 23, 1992; and

WHEREAS; Comm 83, the State of Wisconsin Administrative Code that governs County Private Onsite Waste Treatment Systems Ordinances {Sanitary Ordinances}, has been revised; and

WHEREAS; Adams County desires to preserve and promote the public health and a quality environment with quality water resources; and

WHEREAS; Notice of the public hearing at which this matter was considered was published on March 18, 2009 and March 25, 2009 in the Adams County Times Reporter; and

WHEREAS; The Adams County Planning & Development Committee conducted a public hearing on the proposed revisions to the Adams County Private Onsite Waste Treatment Systems Ordinance on April 01, 2009, and after evaluating all data and evidence presented at the hearing, said Planning and Development Committee moved to recommend approval as attached hereto.

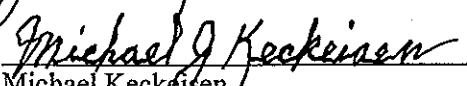
NOW THEREFORE BE IT ORDAINED by the ADAMS COUNTY BOARD of SUPERVISORS THAT:

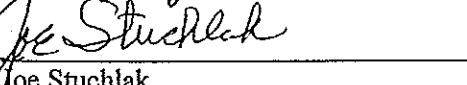
The Amended Private Onsite Waste Treatment Systems Ordinance shall become effective as of the date of its publication, following adoption by the Adams County Board of Supervisors. Upon the effective date of this Ordinance Amendment, all other versions of the Adams County Private Onsite Waste Treatment Systems Ordinance, become invalid.

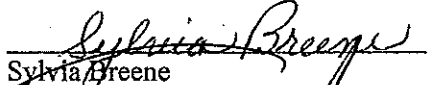
Submitted for enactment by the Adams County Planning and Development Committee this 1st day of April, 2009.

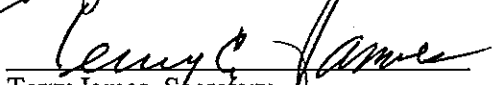
  
Glenn Licitar, Chair

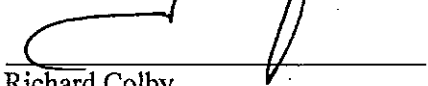
  
Joanne Sumpter, Vice-Chair

  
Michael Keckeisen

  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April 2009.

Enacted / Defeated by the Adams County Board on the \_\_\_\_\_ day of April 2009.

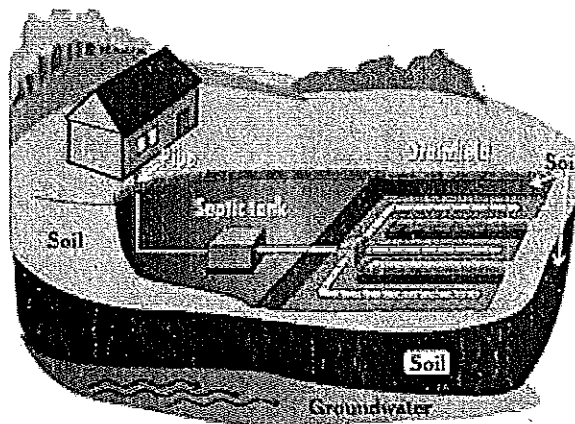
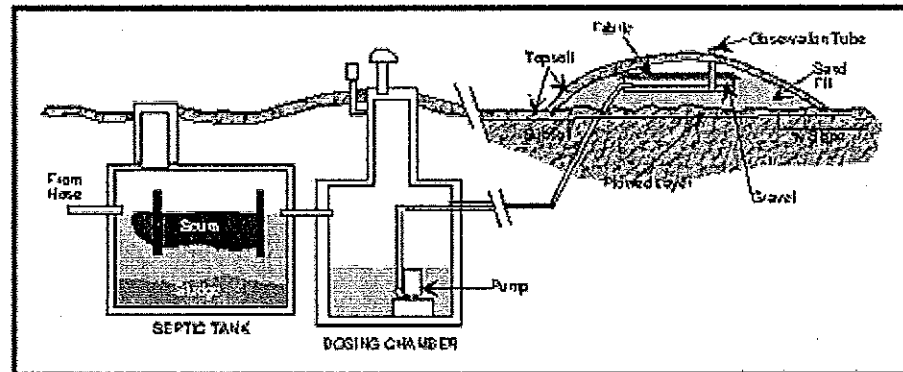
\_\_\_\_\_  
Al Sebastiani, County Board Chair

\_\_\_\_\_  
Cindy Phillippi, County Clerk

# ADAMS COUNTY

## PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS

### ORDINANCE



REVISED APRIL 2009



PRIVATE ONSITE WASTE TREATMENT SYSTEMS ORDINANCE, Adams County, Wisconsin  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

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County Planning and Development Committee:

Glenn Licitar, Chairperson

Terry James

Michael Keckeisen

Sylvia Breene

Joanne Sumpter

Richard Colby

Joseph Stuchlak

Adams County Planning & Zoning Dept.

P.O. Box 187

Friendship, WI 53934

Phone: 608 339 - 4222

Fax: 608 339 - 4504

County Board of Supervisors -

District #4: Al Sebastiani, Chair

District #1: Glenn Licitar

District #2: Diane England

District #3: Larry Babcock

District #5: Jerry Kotlowski

District #6: Dean Morgan

District #7: Joe Stuchlak

District #8: Fran Dehmlow

District #9: Pat Townsend

District #10: Joanne Sumpter

District #11: Gary Hartley

District #12: Florence Johnson

District #13: Michael Keckeisen

District #14: Bev Ward

District #15: David Renner

District #16: John West

District #17: Joyce Kirslenlohr

District #18: Terry James

District #19: Karl Klingforth

District #20: Cynthia Loken

County Corporation Counsel -

John Albert

County Clerk -

Cindy Phillippi

EFFECTIVE DATE:

This Ordinance shall take effect after a Public Hearing, adoption by the County Board of Supervisors and transmittal to each Town Clerk.

ADOPTED THIS 28th DAY OF August, 1968

Effective Date: 10-01-68

REVISED THIS 19th DAY OF March, 1974

Public Hearing: 03-07-74

Board Adoption: 03-19-74

REVISED THIS 23<sup>rd</sup> DAY OF June, 1992

Public Hearing: 06-03-92

REVISED THIS 21st DAY OF April, 2009

Public Hearing: 04-01-09

Board Adoption: 04-21-09

Board Adoption: 06-23-92

ATTESTED:

Al Sebastiani

CHAIRPERSON OF COUNTY BOARD

Cindy Phillippi

COUNTY CLERK

# ADAMS COUNTY PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS ORDINANCE

<b>SECTION - 1 - INTRODUCTION</b>	<b>PAGE</b>
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## SECTION - 1 - INTRODUCTION

### 1-1.00 STATUTORY AUTHORITY

This Ordinance is adopted pursuant to the authorizations in sections 59.70 (1), 59.70 (5), 145.04, 145.19, 145.20, and 145.245 Wis. Statutes as may be amended from time to time.

1-1.01 CONFLICT OF LAWS. In the event of litigation involving this Ordinance, the laws of Wis. shall govern.

### 1-2.00 PURPOSE

This Ordinance is adopted to promote and protect the public health and safety by assuring the proper siting, design, installation, inspection, and management of Private Onsite Wastewater Treatment Systems and Non-plumbing Sanitation Systems.

1-2.01 TITLE This ordinance shall be titled and referred to, and cited as the "Adams County Private Onsite Wastewater Treatment Systems Ordinance."

1-2.02 ABROGATION AND GREATER RESTRICTIONS By this Ordinance it is not intended to repeal, abrogate or impair any existing Ordinances, rules, restrictions or regulations; however, where this Ordinance imposes greater restrictions, this ordinance shall prevail.

1-2.03 INTERPRETATION Provisions of this Ordinance shall be liberally construed and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes and related Administrative Codes. As unforeseen circumstances arise that are not specifically covered under this Ordinance, the basic principles and purpose of this Ordinance shall guide its interpretation and application.

1-2.04 SEVERABILITY In the event one provision is invalid in this Ordinance the remaining provisions shall be valid.

### 1-3.00 REPEAL AND EFFECTIVE DATE

This Ordinance shall be effective after public hearing, adoption by the County Board and publishing or posting as required by law. The provisions of the existing Adams County Private Sewage System Ordinance dated July 1, 1992 and all amendments shall be repealed effective on the date this Ordinance is enacted.

### 1-4.00 LIABILITY

This Ordinance shall not create a liability on the part of or cause of action against the County, or any employee thereof for any Private Onsite Wastewater Treatment Systems (here after referred to as POWTS) or Non-plumbing Sanitation System that may not function as designed. There shall be no liability or warranty for any site that is approved or denied. The issuance of a Sanitary Permit and inspections thereof does-not warrant the system's function, nor is there, a guarantee that the system is free of defects or that all aspects of the system complies with Wisconsin Statutes or Administrative Codes.

### 1-5.00 INCORPORATION BY REFERENCE

This Ordinance incorporates by reference the following rules, regulations, and laws, to govern the location, construction and use of a POWTS and (Non-plumbing Sanitation Systems pursuant to this Ordinance) as set forth in chapter 145, and sections 254.59, 281.48, 968.10, 59.70 (5) Wisconsin Statutes and chapters Comm 5, 81, 82, 83, 84, 85, 87, 91, and chapters NR113, and NR116 Wisconsin Administrative Codes as may be amended from time to time.

### 1-6.00 APPLICABILITY

The requirements of this Ordinance shall apply to all geographic areas of Adams County not served by public sewer.

## SECTION - 2 – DEFINITIONS

### 2-1.00 GENERAL

For the purpose of this Ordinance, the following definitions and those contained in rules and regulations promulgated to ch.145 Wis. Statutes and ch. Comm 81 Wis. Adm. Codes shall apply. Other words shall be presumed to have their customary dictionary definition. Pursuant to this ordinance the Adams County Planning & Zoning Department shall be referred to as the Adams County Zoning Dept., Zoning Dept. or County.

### 2-2.00 DEFINITIONS SPECIFIC

**2-2.01 BUILDING** Items constructed, erected or placed on a property requiring a more or less permanent location on or in the ground intended or capable of temporary, intermittent or permanent human habitation or to occupy as an accessory use. Including, but not limited to, items such as a dwelling, manufactured dwelling or home, residential, commercial, industrial or public facility, accessory building, cabin, cottage or other similar uses.

**2-2.02 BUILDING SEWER** Portions of the drain system, which are defined as a Building Sewer or Private Interceptor Main Sewer by ch. Comm 81 Wis. Adm. Code, shall not be considered a part of the POWTS.

**2-2.03 BUSINESS DAY** A day the Adams County Zoning Department is open for business within the hours of 8.00 AM to 4.30 PM, excluding Saturdays, Sundays or Holidays.

**2-2.04 CONVENTIONAL POWTS** A type of POWTS utilizing and consisting of a septic tank with in-ground soil absorption components and gravity distribution of effluent, or Non-Pressurized In-Ground type system.

**2-2.05 CAMPER UNIT** See Recreational Vehicle definition.

**2-2.06 CAMPER UNIT TRANSFER CONTAINER** Refers to a type of sanitary holding tank used to collect and hold wastewater discharges generated by an individual camper trailer or recreational vehicle.

**2-2.07 FAILING NON-PLUMBING SANITATION SYSTEM** A failing non-plumbing sanitation system is defined as one which causes or results in the discharge of human wastes, excrement or partly treated sewage to:

- (A) Surface waters or groundwater.
- (B) Zones of bedrock.
- (C) The surface of the ground.
- (D) Zones of seasonal saturation.

**2-2.08 FAILING POWTS** As specified in s. 145.245 (4) Wis. Statutes, which reads as follows.

Note: Section 145.245(4) reads: "Failing private sewage system", means a private sewage system which causes or results in any of the following conditions: (a) The discharge of sewage into surface water or groundwater. (b) The introduction of sewage into zones of saturation, which adversely affects the operation of a private sewage system. (c) The discharge of sewage to a drain tile or into zones of bedrock. (d) The discharge of sewage to the surface of the ground. (e) The failure to accept sewage discharges and backup of sewage into the structure served by the private sewage system.

**2-2.09 HUMAN HABITATION** An act of inhabiting a place of abode, to occupy a structure whether intermittently or as a principle residence, as a dwelling, or as a sleeping place.

**2-2.10 MODIFICATIONS TO WASTEWATER FLOW OR CONTAMINANT LOAD** Modifications in wastewater flow or contaminant load discharging to a POWTS shall be considered to occur:

- (A) In public buildings, facilities or places of employment, when a change in occupancy, number of users, or the proposed modification affects either the type or number of plumbing appliances, fixtures or devices.
- (B) In dwellings, when there is an increase or decrease in the number of bedrooms.

**2-2.11 NON-PLUMBING SANITATION SYSTEM** Pursuant to this ordinance refers to sanitation systems or devices, within the scope of Ch. Comm 91 Wis. Adm. Code, which are alternatives to water carried waste plumbing fixtures and drain systems.

- 2-2.12 NON-PLUMBING SANITATION SYSTEM COUNTY PERMIT Refers to a permit issued by the Adams County Zoning Dept. for the installation, replacement, modification and repair of Non-plumbing Sanitation Systems with in the scope of ch Comm 91 Wis. Adm. Code not governed under a County Use or Privy Permit.
- 2-2.13 OCCUPY Pertains to and is the purpose for which a building is used.
- 2-2.14 PLUMBER A person licensed by the State of Wisconsin per s. 145.06 (1) (a) and s. 145.14 (1) (a) Wis. Statutes to perform plumbing activities as specified under s. 145.01 (10) Wis. Statute.
- 2-2.15 PORTABLE RESTROOM Pursuant to this Ordinance refers to an approved product for the use with in the scope of ch. Comm 91 Wis. Adm. Code that is a self-contained portable unit that includes fixtures incorporating holding tank facilities, designed to contain human waste and/or excrement.
- 2-2.16 POWTS Refers to and means "Private On-Site Wastewater Treatment System" as specified under s. Comm 81.01 (182) Wis. Adm. Code and has the meaning given for 'private sewage system' under s. 145.01(12) Wis. Statute as specified under s. Comm 81.01, (194) Wis. Adm. Code.
- 2-2.17 PRIVY, PIT A Pit Privy is an enclosed non-portable toilet with a subsurface storage chamber that consists of earthen sides and/or bottom that is not watertight, into which non-water carried human wastes and/or excrement are deposited and is not connected to a any type of water plumbing system
- 2-2.18 PRIVY, VAULT A Vault Privy is an enclosed non-portable toilet with a subsurface watertight storage chamber, into which non-water-carried human wastes and/or excrement are deposited and is not connected to any type of water plumbing system. Pursuant to this Ordinance is considered a Non-plumbing Sanitation System.
- 2-2.19 REBUILT Construction that takes place after a structure is demolished or damaged to the extent of fifty percent (50%) or more of its current, equalized assessed value.
- 2-2.20 RECREATIONAL VEHICLE Items of personal property designed as transportable or a vehicle that stands in seasonal or permanent location for intermittent human habitation. Having an overall length of forty-five (45) feet or less and a body width of eight (8) feet or less primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. **Recreational vehicles with water service connection shall be provided with wastewater storage capability self contained within the unit.** The basic entities are: travel trailer, tent-type camping trailer, truck camper, park model unit or motor home.
- 2-2.21 SANITARY INSPECTOR Title of person employed by Adams County to assist the Adams County Zoning Administrator and Adams County Planning & Zoning Committee with the administration and enforcement of this Ordinance.
- 2-2.22 SANITARY PERMIT Refers to a permit issued by the State or governmental unit (Adams County Zoning Dept.) responsible for the regulation of private sewage systems per s. 145.135 and 145.19 Wis. Statutes.
- 2-2.23 SANITARY PERMIT, COUNTY Refers to a permit issued by the Adams County Zoning Dept. for POWTS reconnections, repairs and alterations or items not governed under a Sanitary Permit per **Section 2-2.22.**
- 2-2.24 SEPTIC TANK Component of a POWTS used for sewage containment and treatment.
- 2-2.25 STATE Pursuant to this Ordinance refers to the State of Wis. Dept. of Commerce.
- 2-2.26 STRUCTURE See building definition.
- 2-2.27 USE PERMIT, COUNTY Refers to a permit issued by the Adams County Zoning Dept. for Limited Holding Tank use per **Section 3-4.06 (A)**, Camper Unit Transfer Container use per **Section 3-4.08** and Portable Restroom use per **Section 2-2.14.**
- 2-2.28 ZONING ADMINISTRATOR Title of person employed by Adams County charged with the administration and enforcement of this Ordinance.

## SECTION - 3 - GENERAL REQUIREMENTS

### 3-1.00 COMPLIANCE

All structures residential or commercial in Adams County provided with a water plumbing system intended for permanent or intermittent human habitation or to occupy as an accessory use not connected to public sewer, shall be served by a State approved Private On-Site Wastewater Treatment System design into which all domestic wastewater and sewage shall enter for holding or treatment and dispersal that complies with the provisions of this Ordinance. Recreational Vehicles as defined by this Ordinance do not require a POWTS.

3-1.01 All POWTS or Non-plumbing Sanitation Systems new or replacement installations, repairs, modification, testing or reconnections shall be inspected and approved by the Adams County Zoning Department prior to being placed into service or any structure served by same may not be occupied or used unless otherwise exempted by the State or the Adams County Zoning Department pursuant to this Ordinance.

### 3-2.00 ALLOWABLE USES & LIMITATIONS

3-2.01 WATER SUPPLY If a water plumbing system is installed in a structure and/or potable water is supplied to a structure serviced by a non-plumbing sanitation system, an acceptable method of sewage disposal in addition to the non-plumbing sanitation system, (except Vault Privies pursuant to Section 3-2.03) shall be provided.

3-2.02 PORTABLE RESTROOM Portable Restroom use is allowed upon issuance of an Adams County Portable Restroom Use Permit which is an annual use permit requiring annual renewal or re-issuance. An Adams County Portable Restroom Use Permit is not required when the proposed placement on a parcel will not exceed thirty (30) days or for construction site, commercial or public uses. The Portable Restroom must be an approved product for the use and the pumping, transportation, and disposal of the contents shall be in accordance with ch. NR 113 and shall be maintained pursuant to this Ordinance.

3-2.03 VAULT PRIVY Only Vault Privy Non-plumbing Sanitation System type privies are permitted pursuant to this Ordinance, and only when a structure or premises served by a vault privy is not provided with an indoor water plumbing system. When a water plumbing system is installed into a structure served by a vault privy or a vault privy is on the same parcel, the vault privy shall be abandoned as per the requirements of ch. Comm 91 Wis. Adm. Code and an acceptable method of sewage disposal other than a vault privy must be provided.

3-2.04 FLOODPLAIN Any POWTS, or Non-plumbing Sanitation System or portion(s) thereof, installed within a floodplain shall comply with all applicable requirements of ch. NR116 Wis. Adm. Code, and the Adams County Zoning and Floodplain Ordinances.

3-2.05 NON-PLUMBING SANITATION SYSTEM Non-plumbing Sanitation Systems not limited by this ordinance are permitted when installed and maintained pursuant to ch. Comm 91 Wis. Adm. Code and this Ordinance. As a provision to this Ordinance Non-plumbing Sanitation Systems within the scope of ch Comm 91 Wis. Adm. Code are not recognized as an existing POWTS design for a replacement Holding Tank Permit.

3-2.06 HOLDING TANK Installation or use of holding tanks shall be prohibited for any new POWTS design, or method as a POWTS component except as provided in (A) exception. A Sanitary Permit application that designates a holding tank as a replacement system or as a system failure contingency plan shall not be approved unless a Soil and Site Evaluation determines that the property is unsuitable for a soils based POWTS design.

(A) **Exception** Limited use of an approved POWTS design tank component as a holding tank, may be allowed with an approved Adams County Limited Holding Tank Use Permit **only** when connection to a public sewer approved by the Department of Natural Resources is to be made; or **only** with an issued new or replacement Sanitary Permit for a soils based POWTS design that shall be installed to serve the structure or property.

3-2.07 BUILDING SEWER Building sewer pipes shall exit a building such that a minimum of eighteen (18) inches of soil cover is provided above the sewer pipe. If placement of eighteen (18) inches of soil cover results in less than eight (8) inches of separation between untreated or unprotected building materials an approved method of insulation or insulated pipe product shall be used.

3-2.08 CAMPER UNIT TRANSFER CONTAINER Camper Unit Transfer Container use is allowed upon issuance of an Adams County Camper Unit Transfer Container Use Permit that shall require annual renewal or re-issuance. The servicing of Camper Unit Transfer Containers as to pumping, transporting and disposal of the contents shall be in accordance with ch. NR 113 and shall be maintained pursuant to this ordinance.

(A) The Camper Unit Transfer Container must be an Approved Product for the use with a capacity not to exceed three hundred (300) gallons limited to servicing one Camper Unit per container. The container shall be installed under the camper unit when ever possible or placed no more than 12 inches horizontally from the camper unit body recessed into the finish grade no more than 4 inches with adequate anchoring to prevent flotation and provisions made to protect the unit from physical damage.

3-2.09 PUBLIC SEWER When, public sewer approved by the Department of Natural Resources becomes available to a structure or property served by an existing POWTS, connection to the public sewer shall be made within one (1) year from date of availability. The date public sewer becomes available for connection is established by the local sewer service entity. The disconnected existing POWTS shall be abandoned per Section 3-4.00.

### 3-3.00 IDENTIFIED FAILING POWTS or NON-PLUMBING SANITATION SYSTEM

When a POWTS or Non-plumbing Sanitation System is identified as failing, its use shall be discontinued within that period of time required by an Adams County Zoning Department order. When any component of a POWTS or Non-plumbing Sanitation System fails to operate or function as designed the entire system shall be evaluated for compliance to the Wis. Adm. Code in effect at the time the system was installed including a soils evaluation for those components that utilize in-situ soils for treatment or dispersal.

3-3.01 When an unlawfully altered or installed POWTS or Non-plumbing Sanitation System or component thereof is identified, the entire system shall be evaluated pursuant to this section and an order shall be issued to the responsible person(s) to correct or replace with a State approved system or component.

### 3-4.00 ABANDONMENT OF POWTS

When public sewer connection is required or components of an existing POWTS are not part of an approved replacement POWTS design or are identified as failing the existing POWTS or components thereof shall be abandoned pursuant to ch. Comm 83 Wis. Adm. Code prior to connection of the replacement POWTS or public sewer. The contents of all abandoned tanks, seepage pits, or cesspools shall be pumped out and disposed of in accordance with ch. NR 113.

### 3-5.00 SUBDIVISION PLATS NOT SERVED BY PUBLIC SEWERS

The provisions of this section are to establish lots and elevations with sufficient areas and soils to permit the installation and use of soils based POWTS designs to serve one and two family dwellings that shall apply to all proposed subdivision plats not served by public sewer. Proposed standard building lots on subdivision plats shall comply with the lot standards, zoning, and dimensional requirements of all applicable Adams County Ordinances. Words and phrases pursuant to this section apply as defined by this ordinance and the Adams County Land Division Ordinance.

3-5.02 A proposed subdivision plat not served by public sewer shall be submitted to the Zoning Department for review with all applicable fees and must be accepted and approved prior to final plat recording with the Register of Deeds Office. In addition to the requirements of the Adams County Land Division Ordinance a proposed subdivision plat submitted for review shall be drawn to scale that clearly indicates and includes:

(A) All lot areas that do not meet the area, width, elevation, soil, wetlands, floodplain or zoning requirements shall be delineated with limitation(s) identified and restricted by a clearly labeled outlot restriction on the plat. This restriction shall prohibit the construction of buildings and POWTS installations.



(B) Identify all lots that will have structures built to be served by a Community type POWTS design and identify all areas where a community type system will be located.

(C) Ground grade elevation contour lines at two (2) foot intervals related to a vertical elevation reference point (benchmark). The location of all soil profile evaluation excavations with undisturbed grade elevations established and for all areas where land slopes exceed twenty percent (20%).

(D) A Soil and Site Evaluation Report conducted by a Certified Soil Tester per s. Comm 5.33 Wis. Adm. Code with profile descriptions and interpretations performed and reported as specified in ch. Comm 85 Wis. Adm. Code at a minimum of one (1) soil profile evaluation excavation per each continuous three (3) acres of plat area, excavated to a depth of at least four (4) feet below an expected POWTS infiltrative surface elevation.

1. Additional soil profile evaluation excavations shall be ordered as determined to be necessary at the discretion of the Zoning Administrator and/or Sanitary Inspector prior to approval of a proposed plat.
2. The use of existing documentation (U.S.D.A. Adams County Soil Survey) that may verify the soil conditions of all or part of a proposed plat may be allowed with pre-approval by the Zoning Administrator and/or Sanitary Inspector.

### 3-6.00 SOIL AND SITE EVALUATION REPORTS

Soil and Site Evaluation Reports shall be performed and submitted pursuant to ch. Comm 85 Wis. Adm. Code.

(A) Soil and Site Evaluation Reports recorded prior to January 1, 1981 or that do not indicate grade elevations for soil borings related to a vertical reference point shall require soils and site verification by a Certified Soil Tester if used as supporting documentation for a Sanitary Permit or County Sanitary Permit application. Verification shall require a complete Soil and Site Evaluation Report pursuant to this section with a **minimum** of one (1) soil profile evaluation excavation performed within the previously tested area.

### 3-7.00 POWTS RECONNECT

An Adams County Sanitary Reconnect Permit is required when a structure serviced by an existing POWTS is replaced or rebuilt with a new or different structure or before a disconnected POWTS may be reconnected. Prior to issuing an Adams County Reconnect Permit, the existing POWTS shall be examined to determine that it is functioning properly, not failing, and capable of handling the proposed wastewater flow and contaminant loads.

3-7.01 An Adams County Sanitary Reconnect permit is not required when replacing a structure with a new or different structure within two (2) years from the date of original Sanitary Permit issuance. To allow Reconnect Permit exception the original or most recent plumber of record shall be required to submit a detailed plot plan per **Section 4-4.00 (C)** and a statement the existing POWTS was not altered and a modification in wastewater flow or contaminant loads will not occur.

### 3-8.00 CONSTRUCTION NOT AFFECTING WASTEWATER FLOW OR CONTAMINANT LOAD

Prior to starting construction of a structure, an addition to or a structure modification serviced by an existing POWTS the owner shall provide documentation to the Adams County Zoning Dept. that the proposed construction will not cause or affect an increase in wastewater flow and/or contaminant load to the existing POWTS.

### 3-9.00 CONSTRUCTION AFFECTING WASTEWATER FLOW OR CONTAMINANT LOAD

Construction of a structure, an addition to or a structure modification determined to cause or affect an increase in wastewater flow and/or contaminant load to the POWTS serving the structure or property, the owner(s) shall possess a Sanitary Permit to modify the existing POWTS or to install a replacement POWTS that will accommodate the increase in wastewater flow and/or contaminant loads prior to starting construction. Or the property owner(s) shall provide documentation to the Adams County Zoning Department that a POWTS with sufficient soil conditions and of adequate size to accommodate the increase in wastewater flow and/or contaminant load already exists to serve the structure. This documentation shall include a plot plan per **Section 4-4.00 (C)** with the locations of the proposed structure, addition to or structure modification and all existing POWTS components identified to confirm all required setback distances are met.

### 3-10.00 ALTERNATIVE WASTEWATER FLOW CALCULATIONS

Construction of a structure, an addition to or a structure modification that is determined to cause or affect an increase in wastewater flow and/or contaminant load to the POWTS servicing the structure as originally permitted, may be allowed without installing a new, or modifying the existing POWTS if an alternative method of calculating wastewater flow and/or contaminant load other than the number of bedrooms is used. The property owner(s) shall:

(A) Provide documentation of an alternative method of calculating wastewater flow and/or contaminant load based on a per capita occupancy (number of users), or on water meter flow data, or on comparable data on flow and load from similar uses or on influent wastewater analytical data if the contaminant load is affected.

(Adams County Alternate Design Flow Calculation and Affidavit of, Alternate Design Flow forms)

### 3-11.00 DOCUMENTS AND FORMS

All documents and forms created and approved for the administration of this ordinance shall be considered part and inclusive to this ordinance.

3-11.01 RECORDED DOCUMENT(s) Pursuant to the Wis. Adm. Codes, Recorded Document(s) are created to establish and implement the management and maintenance requirements and responsibilities, ownership and use restrictions for Private On-site Wastewater Treatment and Holding Systems and pursuant to this Ordinance for Non-plumbing Sanitation Systems, Use permits or items not governed under a Sanitary Permit. Such document(s) shall be recorded as an affidavit and restrictive covenant with the Adams County Register of Deeds Office and Adams County Zoning Department in a manner that will permit the existence of the document(s) to be determined by reference to the property. The requirements and responsibilities as prescribed by such document(s) are binding upon the property owner(s) or any subsequent owner(s), their heirs, and assignees and shall run with the land. Applicable items to be recorded prior to Permit issuance shall include but not be limited to the following:

(A) A Management and Maintenance Agreement pursuant to Section 6.

(B) If a POWTS or parts thereof are located on a different parcel than the structure served, an appropriate overhead and under ground access, operation and service easement.

(C) If a POWTS serves more than one (1) structure under different ownership or owned by a party other than the owner of the parcel on which it is installed, a document identifying all parties that have ownership of the parcel, the system, and the structure(s) to be served by the system. All owners are jointly and severally responsible for the operation and maintenance of the POWTS.

(D) If a POWTS design wastewater flow from a dwelling is based on methods other than the number of bedrooms, a document identifying and establishing the method used with occupancy limitation or use restriction to the dwelling determined by an Alternate Design Wastewater Flow Calculation per Section 3-10.00.

## SECTION - 4 - PERMITS AND APPLICATIONS

### 4-1.00 SANITARY PERMIT

A Sanitary Permit shall be obtained prior to issuance of a building permit for construction, establishment or installation of a structure requiring connection to a POWTS per s. 145.195 Wis. Statute. Every POWTS installation, component replacement and/or modification, permit renewal, revision, transfer or change of plumber shall require a separate application and Sanitary Permit. Sanitary Permit Applications and Design Plans shall be submitted for review with all appropriate documentation pursuant to Sections 4-3.00, 4-4.00 and Section 6 with review fees to the Adams County Zoning Dept.

(A) **Inspection Access** An application for any permit governed by this ordinance or a Soil and Site Evaluation Report submitted to the Adams County Zoning Dept. for review grants consent from the property owner(s) to the Zoning Department staff to enter the owner(s) properties during normal working hours to

perform installation, operation, maintenance or soils inspections pursuant to the permit or Soil and Site Evaluation Report submitted at the discretion of the Zoning Administrator or Sanitary Inspector.

(B) **Evaluation** Sanitary Permits for POWTS component replacement and/or modification or County Sanitary Permits for POWTS repair or reconnection shall require that all existing or remaining components of the POWTS be evaluated for compliance to the Wis. Adm. Codes in effect at the time originally installed. As part of a permit application a system evaluation shall be submitted as supporting documentation including a soil and site evaluation report for those components that utilize in situ soil for treatment or dispersal.

(C) **Fees** Monetary fees are herein established to defray the cost of administration of this ordinance, and shall be required as part of a permit application and for, but not limited to sanitary document review and inspections. The fees shall be set and amended from time to time by the Adams County Planning & Zoning Committee.

**4-1.01 SANITARY PERMIT REVISION** A Revision Permit is required for a proposed change in use, component(s) or design modification to a previously approved Sanitary Permit design. Applications for a Sanitary Permit Revision shall be submitted for review to the Adams County Zoning Dept. with review fees and all applicable documentation including any State approved design revision and/or variance as required by the Wis. Adm. Codes. A design revision may require the Management and Maintenance Agreement Management Plan be amended including servicing agreement(s) and contract(s).

(A) If identified during inspection pursuant to **Section 5** that a permit revision is required to a previously approved Sanitary Permit POWTS design, an application for Sanitary Permit Revision shall be submitted to the Adams County Zoning Department within thirty (30) days from the date of inspection.

**4-1.02 CHANGE OF PLUMBER** A change of plumber permit is required for a proposed change in plumber of record to a previously approved Sanitary Permit POWTS design prior to expiration. An approved POWTS design plan that does not bear the original stamp of an architect, engineer or registered POWTS designer cannot be transferred as part of a change of plumber permit application. A new POWTS design would be required.

**4-1.03 PERMIT TRANSFER TO NEW OWNER** To transfer a valid Sanitary Permit from the current permit holder to a new owner a Transfer Permit is required. Transfer of ownership transfers all Management and Maintenance requirements and servicing responsibilities to the new owner and shall not affect the original Sanitary Permit expiration date. Applications for Permit Transfer to New Owner shall be signed by the original Plumber of record with documentation to support the change in property ownership and original Sanitary Permit posting card.

**4-1.04 HOLDING TANK PERMIT** As part of a Sanitary Permit Application for a Holding Tank the property owner shall enter into an Adams County Holding Tank Agreement that will require the property owner to agree:

(A) To have a water meter installed in the structure(s) to be serviced by the holding tank pursuant to this Ordinance and to be responsible for the purchase, installation, maintenance and repair of the water meter(s). Water meters are not required for Temporary Holding Tank Use or Non-plumbing Sanitation Systems.

(B) To enter into a servicing contract with a person licensed under ch. NR 113 Wis. Adm. Code who shall submit to the Adams County Zoning Department as prescribed by the Management Plan a report on all water meter readings and servicing events of the Holding Tank.

**4-1.05 PERMIT POSTING CARD** Permit posting cards issued by the Adams County Zoning Dept. to the property owner shall serve as the Sanitary Permit and/or County Permit (Sanitary or Use). The permit card shall contain all the information required by Wis. Statute ch. 145 and this Ordinance. The original or most recent issued Sanitary Permit posting card shall be returned as part of an application for Sanitary Permit transfer or renewal. The permit card shall be displayed at the site in such a manner that it will be visible from the road abutting the lot during all construction phases. Failure to display the permit card shall be a violation of this Ordinance.

#### 4-2.00 COUNTY SANITARY PERMIT

An Adams County Sanitary Permit is required for POWTS repairs, reconnections, or items not governed under a Sanitary Permit per **Section 2-2.22**.

**4-2.01 RECONNECT PERMIT** Pursuant to **Section 3-7.00** an Adams County Sanitary Reconnect Permit application shall be prepared and submitted per **Sections 4-3.00** and **4-4.00 (A) & (C)** with the following.

(A) The existing POWTS shall be entered into the Adams County Mandatory POWTS Management and Maintenance Program or amend the existing Management Plan including servicing agreement(s) and contract(s) pursuant to **Section 6.00**.

(B) A report by a credentialed person per s. Comm 83.25 (2) (d) 3 Wis. Adm. Code relative to the condition of the existing POWTS components, including but not limited to pumps, pipes, filters, switches, alarms, electrical systems, verification of setbacks and that the existing POWTS is not failing.

(C) A report by a Certified Septage Servicing Operator under ch. NR114 Wis. Adm. Code on the condition of all existing holding or treatment components including capacities, water tightness, baffles, risers and riser covers.

(D) A Soil and Site Evaluation Report per **Section 3-6.00** that references the vertical elevation separation distance between the infiltration surface of the existing POWTS and estimated high groundwater and bedrock is required, unless a valid report is on file with the Zoning Dept. that would support the existing POWTS.

**4-2.02 REPAIR PERMIT** An Adams County Sanitary Repair permit shall be required for repairs to POWTS components identified as failed or nonfunctional. Including but not limited to septic, holding, ATU and dosing tank risers and riser covers, effluent pumps, switches or alarms and wiring components, inlet or outlet baffles, building sewer pipes, ATU unit components and observation or vent pipes.

#### 4-3.00 SANITARY PERMIT APPLICATION(s)

Sanitary Permit and County Sanitary Permit applications shall be submitted with all applicable State and Adams County documents including review fees, and the following but not limited to, any additional information or documentation requested by the Zoning Dept. **The Zoning Dept. reserves the right to refuse incomplete or incorrectly prepared permit applications and to delay permit issuance until applications are corrected.**

(A) A completed County Permit Application with parcel identification number, legal description, and site address.

(B) Soil and Site Evaluation report pursuant to **Section 3-6.00**.

(C) System Design plans pursuant to **Section 4-4.00**.

(D) Recorded documents pursuant to **Section 3-11.01** with verification of recording.

(E) A Management and Maintenance Agreement and Management Plan pursuant to **Section 6**.

**4-3.01** When any official State action is required as part of a proposed POWTS design, an original approval letter and when applicable design plan bearing an original stamp of approval from the Wis. Dept. of Commerce.

**4-3.02** The Adams County Zoning Department may require floodplain and wetland delineations for a proposed POWTS area and building site related to the POWTS design with vertical grade elevations to be tied to floodplain elevation datum by a Registered Land Surveyor.

#### 4-4.00 DESIGN PLANS

A POWTS design plan submitted for review to the Adams County Zoning Department shall comply with the requirements of s. Comm 83.22 Wis. Adm. Codes composed of all original documents including the following but not limited to any additional information or documentation requested by the Zoning Dept.

- (A) A cover page that identifies the title (project name), location, parcel ID number, design manual(s) used with SDB number(s), index of content, signed, sealed, and dated by and with the license number of the submitting individual pursuant to s. Comm 83.22 (2) (c) Wis. Adm. Code.
- (B) A detailed construction plan depicting how the system is to be installed, with sizing, installation, operation requirements including manufacturer specific cross-section drawings for each holding, treatment, dosing, filter, and POWTS dispersal component used.
- (C) A detailed site plan pursuant to s. Comm 83.22 (2) (a) 3 c Wis. Adm. Code that delineates all new and existing POWTS components, property lines and roads with all separating distances and dimensions.

#### 4-5.00 COUNTY PERMIT NON-PLUMBING SANITATION SYSTEM

To install a Non-plumbing Sanitation System within the scope of ch. Comm 91 Wis. Adm. Code not limited by this Ordinance shall require an Adams County Non-plumbing Sanitation System Permit with a Maintenance and Management Agreement pursuant to Section 6. Each Non-plumbing Sanitation System installation, repair or replacement shall require a separate application, review and approval.

**4-5.01 NON-PLUMBING SANITATION SYSTEM** An Adams County Permit application for a Non-plumbing Sanitation System pursuant to Section 3-2.05 shall be submitted per Section 4-3.00 (A) (D) & (E). The applicant shall provide as part of an application the manufactures State product approval, installation instructions and servicing requirements, and a Management Plan with a servicing contract from a licensed provider.

**4-5.01 VAULT PRIVY PERMIT** An Adams County Permit application for a Vault Privy pursuant to Section 3-2.03 shall require the property owner(s) to enter into an Adams County Privy Installation Agreement and Holding Tank Servicing Agreement to establish the property owner(s) installation requirements and Management Plan servicing responsibilities. The applicant shall also submit as part of an application a detailed plot plan per Section 4-4.00 (C) depicting the Vault Privy location with servicing access and horizontal setbacks.

#### 4-6.00 COUNTY USE PERMIT

An Adams County Use Permit is required for Limited Holding Tank use pursuant to Section 3-2.06 (A) or Camper Unit Transfer Container use pursuant to Section 3-2.08 or Portable Restroom use pursuant to Section 3-2.02. A County Use Permit application shall be submitted pursuant to Section 4-3.00 (A) (D) & (E). Each placement and/or use shall require a separate application, review and approval.

**4-6.01 LIMITED HOLDING TANK USE** A County Use Permit application for limited holding tank use shall include a Sanitary Permit for a Holding Tank POWTS design and Dept. of Natural Resources public sewer approval verification, with a written statement from the municipality or sanitary district, verifying the date that public sewer will be available for connection or an issued Sanitary Permit for a soil based POWTS design with limited holding tank use approval. As part of an application the property owner(s) shall be required to enter into an Adams County Holding Tank Agreement per Section 4-1.04 and an Adams County Limited Holding Tank Use Agreement to establish by provision to this ordinance as an agreement the following requirements:

- (A) To connect to public sewer once it becomes available or; if public sewer fails to become available, to soil test the parcel and if the site will support to permit, install and connect to a soil based POWTS design.
- (B) To connect to the pre-approved soil based POWTS design.
- (C) To discontinue use and properly abandon the holding tank with in thirty (30) days of permanent connection to Public Sewer or to the pre-approved soil based POWTS design.

**4-6.02 PORTABLE RESTROOM USE** A property owner(s) wishing to place a Portable Restroom on a property shall complete a County Use Permit application with a detailed plot plan pursuant to Section 4-4.00 (C) depicting the Portable Restroom location with servicing access. The applicant shall provide as part of an application the Portable Restroom manufactures State product approval and a Management Plan with a servicing contract from a licensed provider for the duration of use or placement.

**4-6.03 CAMPER UNIT TRANSFER CONTAINER USE** A property owner(s) wishing to place a Camper Unit Transfer Container on a property shall complete a County Use Permit application with a detailed plot plan pursuant to **Section 4-4.00 (C)** depicting Camper Unit location and servicing access with Transfer Container setback or exposure from the Camper Unit body and how it is to be anchored and protected from physical damage. The applicant shall provide as part of an application the Camper Unit Transfer Container manufacture's State product approval and a Management Plan with a servicing contract from a licensed provider for the duration of use or placement.

#### **4-7.00 PERMIT EXPIRATION AND RENEWAL OR DENIAL**

**4-7.01 EXCEPTION** A Sanitary Permit pursuant to **Section 2-2.22** or County Sanitary Permit pursuant to **Section 2-2.23** not installed, inspected, and accepted by the Zoning Dept. shall expire two (2) years from the date of issuance. A Sanitary Permit or County Sanitary Permit and all other County Permits must be renewed prior to the expiration date of the original or most recent issued permit by written application to the Zoning Dept. Approved permit renewals are affective for two (2) year periods thereafter except as provided in (A) and (B).

(A) **Limited Holding Tank Use Permit.** An approved Adams County Limited Holding Tank Use Permit shall expire twelve (12) months from the date of issuance unless renewed prior to original permit expiration. Renewals or subsequent re-issuance of an expired Adams County Limited Holding Tank Use Permit servicing a structure or property are only allowed if site conditions were to exist that would inhibit connection to public sewer or installation and connection of the pre-approved soil based POWTS design. Permit renewals shall not exceed four (4) years in total from the date the original Limited Holding Tank Use Permit was issued.

(B) **Portable Restroom and Camper Unit Transfer Container County Use Permits** Adams County Use Permits for Portable Restroom or Camper Unit Transfer Container use are annual use permits requiring annual renewal or re-issuance affective from **January 1 through December 31.**

**4-7.02 PERMIT RENEWAL POWTS** An application for Sanitary Permit or County Sanitary Permit renewal shall be signed by the original Plumber of record and include all applicable renewals for maintenance agreements, management plans, servicing contracts and recording documents with the original Sanitary Permit posting card.

**4-7.03 PERMIT RENEWAL COUNTY PERMITS** An application for a County Non-plumbing Sanitation System or Use Permit renewal shall be signed by the existing property owner(s) of record and include all applicable renewals for maintenance agreements, management plans, servicing contract and recording documents.

**4-7.04 PERMIT DENIAL** Permit applications submitted for review to the Adams Zoning Department found not in compliance with applicable provisions of the Wis. Statutes and Wis. Adm. Codes or this Ordinance shall be denied. Reasons for the denial shall be forwarded to the property owner(s) and plumber of record and when appropriate, Department of Commerce representative(s) and Adams County Corporation Counsel. An applicant may appeal the decision in accordance with Wis. Statute ch. 68 and **Section 8-2.02.**

## **SECTION - 5 – INSPECTIONS**

### **5-1.00 INSPECTIONS GENERAL**

To insure that proper materials and methods are used that comply with all applicable Wis. Statute and Adm. Codes each Private On-site Wastewater Treatment System installation, component replacement, modification, repair, or system reconnection shall be inspected by the Adams County Zoning Dept. pursuant to s. Comm 83.26 Wis. Adm. Code and this Ordinance. Each Non-plumbing Sanitation System and Use Permit component installation, removal or repair shall be inspected by the Adams County Zoning Dept to insure that proper materials and methods are used that comply with the manufactures installation instructions, Wis. Adm. Codes and this Ordinance. After the initial inspection(s) each POWTS or Non-plumbing Sanitation System or Use Permit component shall be inspected at the discretion of the Sanitary Inspector for compliance with the Management and Maintenance Agreement operational and/or servicing requirements.

5-1.01 NOTICE OF INSPECTION POWTS Notice for inspection shall be given in accordance with the requirements of s. Comm 83.26 Wis. Adm. Code. The plumber in charge shall identify and schedule the inspection and/or testing with the Adams County Zoning Dept. at least one (1) full business day excluding weekends or holidays prior to requested inspection time.

5-1.02 NOTICE OF INSPECTION Non-plumbing Sanitation Systems or Use Permits The person in charge shall schedule the inspection with the Adams County Zoning Dept. and coordinate with the Sanitary Inspector at least two (2) full business days excluding weekends or holidays prior to requested inspection time.

5-1.03 NOTICE OF INSPECTION Experimental Systems and Package Systems Not Recognized. The plumber in charge shall coordinate and schedule with the Adams County Zoning Dept. and the Dept. of Commerce at least two (2) full business days prior to any pre-construction meeting(s), and/or inspection(s) as required.

5-1.04 RE-INSPECTION Re-inspections shall be required when the plumber or person in charge is not present at the scheduled inspection time, when the system or component installation is incomplete (not ready for inspection) or when the initial inspection discloses non-compliance with the Wis. Adm. Codes or this Ordinance.

(A) A re-inspection is subject to the provisions of Sections 5-1.01 & 5-2.00 & 5-2.01 and a re-inspection fee.

5-1.05 FINAL INSPECTION A final inspection is required for any POWTS design with a finished grade elevation that is greater than the original grade or when a system elevation is less than twelve (12) inches below the original soil grade or when seeding and mulching, electrical connection or component testing are a design requirement and for all installations pursuant to Section 5-1.06 Self- inspection, County. A POWTS installation requiring a final inspection shall not be placed into service until inspected and accepted by the Zoning Department.

(A) **Exception.** The Adams County Zoning Department may allow a POWTS placed into service prior to final inspection at the discretion of the Sanitary Inspector upon request by the installer or property owner when an interruption of service to an occupied dwelling were to accrue or when unusual design or site conditions exist.

5-1.06 SELF INSPECTION, COUNTY Pursuant to this ordinance the Plumber in charge shall perform a self-inspection and complete a self-inspection report provided the scheduled inspection cannot be made by the end of the next workday excluding weekends and holidays from the scheduled inspection time.

(A) The plumber in charge shall record on forms provided by the Zoning Dept. (**Adams County Self-Inspection Report**) all requested elevation and site information for the POWTS installation, component replacement, modification, repair, or system reconnection. Adams County Self-Inspection Report forms shall be submitted to the Zoning Dept. within ten (10) business days from the date of requested inspection.

## 5-2.00 INSPECTION, SPECIFIC

**Private On-site Wastewater Treatment System** inspections are normally performed at the time all components of the system are completed prior to backfilling. Additional inspections shall be required at the discretion of the Sanitary Inspector including but not limited to; before, during and after plowing of the ground surface, excavations for sanitary component(s), placement and bedding of septic tank(s) and drain field components; including sand fill, aggregate, leaching chambers, distribution piping, pumps, effluent filters or system and/or component(s) testing. The plumber in charge shall be present at the scheduled inspection time and provide the proper apparatus, equipment and necessary assistance with the inspection as directed by the Sanitary Inspector. A copy of the approved POWTS design plan shall be made available to the Sanitary Inspector and maintained at the site until the installation is completed, inspected, and approved.

5-2.01 **Non-plumbing Sanitation Systems and Use Permit Components** inspections are normally performed at the time all components of the system are completed, prior to being placed into service. Additional inspections shall be required at the discretion of the Sanitary Inspector, including but not limited to; before, during and after system or component installation, connection or testing. The person in charge shall be present at the scheduled

inspection time and provide the proper apparatus, equipment and necessary assistance with the inspection as directed by the Sanitary Inspector. A copy of the manufactures installation instruction shall be made available to the Sanitary Inspection and maintained at the site until the installation is completed, inspected and approved.

#### 5-3.00 SITE CONSTRUCTED HOLDING TANK INSPECTION

All site constructed holding tanks shall be inspected before and after the floor is poured and the key way and water stop are installed or after the forms for the tank walls have been set, but in all instances, before any concrete for the walls has been poured. Concrete walls may be poured only after it has been determined that the tank as formed complies with the State approved design plan. The completed installation shall be inspected before backfilling.

#### 5-4.00 SOIL AND SITE EVALUATION REPORT INSPECTION

The Adams County Zoning Department shall require site inspections of submitted Soil and Site Evaluation Reports to verify reported data pursuant to s. Comm 85.50 Wis. Adm. Code to determine the suitability of a proposed or existing POWTS design at the discretion of the Sanitary Inspector prior to or after the issuance of a Sanitary Permit or system installation. The responsible Certified Soil Tester shall be present at the time of inspection and provide the proper apparatus, equipment and necessary assistance with soil profile evaluation excavation(s) constructed as directed by the Sanitary Inspector to allow adequate visual and physical observation of the soil profiles. County Soil and Site Evaluation Report verification inspections shall result in the following.

- (A) Approval or denial of the Soil and Site Evaluation Report.
- (B) Holding action on a Sanitary Permit application pending clarification of reported information.
- (C) Require a revised Soil and Site Evaluation Report that would support the proposed or existing POWTS design or an alternative POWTS design the soil and site conditions would support for the proposed or existing use.
- (D) Issuance of a Stop Work Order if site verification performed at time of system installation determines the Soil and Site Evaluation Report dose not support the approved POWTS design. The POWTS shall remain inoperable until such time a revised Soil and Site Evaluation Report is submitted and approved by the Zoning Dept. that would support the installed POWTS. If the soil and site conditions do not support the installed POWTS design it shall be removed and replaced with a soils based POWTS design the site will support.

5-4.01 County soil and site verification inspections are allowed upon request by the responsible Certified Soil Tester prior to submitting a Soil and Site Evaluation Report, and/or a completed Sanitary Permit application.

#### 5-5.00 SOIL SATURATION DETERMINATION INSPECTION

The Adams County Zoning Dept. shall require inspections of Soil Saturation Determinations pursuant to s. Comm 85.60 Wis. Adm. Code and this Ordinance at the discretion of the Sanitary Inspector. The responsible Certified Soil Tester shall notify and coordinate with the Sanitary Inspector prior to performing a Soil Saturation Determination. Inspections shall be performed pursuant to Section 5-4.00 with groundwater observation pipe installations prepared and made available for inspection as directed by the Sanitary Inspector.

### SECTION - 6 - MANAGEMENT AND MAINTENANCE

#### 6-1.00 ADAMS COUNTY MANDATORY MANAGEMENT AND MAINTENANCE PROGRAM

The purpose of this section is to establish by provision to this ordinance the Adams County Mandatory Management and Maintenance Program to ensure proper monitoring, maintenance and reporting for all new or existing POWTS or Holding Systems within the scope of ch. Comm 83 Wis. Adm. Code pursuant to ch Comm 83 Subchapter V – Management. The Adams County Mandatory Management and Maintenance Program is, herein integrated with the POWTS Replacement / Rehabilitation Grant Program pursuant to this ordinance and shall comply with the requirements, enforcement authority and maintenance as set forth in ch. Comm 83 and ch. Comm 87 Wis. Adm. Code.



6-1.01 The purpose of this subsection is to establish by provision to this ordinance the proper servicing, operation and maintenance reporting for Non-plumbing Sanitation Systems within the scope of ch. Comm 91 Wis. Adm. Code and Use Permit Components pursuant to this ordinance as part of the Adams County Mandatory Management and Maintenance Program.

## 6-2.00 IMPLEMENTATION

All new or existing POWTS or Holding Systems shall be entered into the Adams County Mandatory Management and Maintenance Program as part of a permit application under any ordinance governed by the Adams County Zoning Dept. or as prescribed by any Wis. Dept. of Commerce official action, program or Adm. Code. As part of program entry, all existing POWTS shall be examined per **Section 4-2.01 (B) (C) (D)** to determine that they are functioning properly, not failing and capable of accepting the existing wastewater flow and contaminant load.

6-2.01 All Non-plumbing Sanitation Systems or Use Permit Components shall be entered into the Adams County Mandatory Management and Maintenance Program as part of an Adams County Non-plumbing Sanitation System or Use Permit application.

## 6-3.00 MANAGEMENT AGREEMENT

**POWTS** As part of the Adams County Mandatory Management and Maintenance Program, the owner(s) of a Private On-site Wastewater Treatment or Holding System shall enter into a Management Agreement pursuant to s Comm 83.52 and 83.54 Wis. Adm. Code. The Management Agreement shall be binding upon the property and POWTS owner(s) and any subsequent owner(s), their heirs or assignees and will run with the land to be recorded with the Adams County Register of Deeds Office and Zoning Dept. per **Section 3-11.01** of this Ordinance.

6-3.01 **NON-PLUMBING SANITATION SYSTEM & USE PERMIT COMPONENT** The owner(s) of a property with a Non-plumbing Sanitation System or Use Permit Component shall enter into a Non-plumbing Sanitation System or Use Permit Component Management Agreement as part of the Adams County Mandatory Management and Maintenance Program pursuant to this Ordinance. The Management Agreement shall be binding on the property owner(s) and any subsequent owner(s), their heirs or assignees and will run with the land and shall be recorded with the Adams County Register of Deeds and Zoning Dept. per **Section 3-11.01** of this Ordinance.

## 6-4.00 MANAGEMENT PLAN

**POWTS** As part of an Adams County POWTS Management Agreement a Management Plan shall be required to establish the management responsibilities with servicing and reporting requirements for a Private On-site Wastewater Treatment or Holding System pursuant to s Comm 83.54 and 83.55 Wis. Adm. Code.

6-4.01 **NON-PLUMBING SANITATION SYSTEM & USE PERMIT COMPONENT** As part of an Adams County Non-plumbing Sanitation System or Use Permit Component Management Agreement a Management Plan shall be required to establish the management responsibilities with servicing and reporting requirements of the Non-plumbing Sanitation System or Use Permit Component pursuant to this Ordinance.

## 6-5.00 REPORTING REQUIREMENTS

All inspections, maintenance or servicing events as specified in a Management Plan for **POWTS or Holding Systems** shall be reported to the Adams County Zoning Dept. pursuant to s Comm 83.55 Wis. Adm. Code and this ordinance. All inspections, maintenance or servicing events as specified in a Management Plan for **Non-plumbing Sanitation Systems or Use Permit Components** shall be reported pursuant to ordinance. The inspections, maintenance or servicing event frequency as specified in a Management Plan begins on the date a POWTS or Holding System is inspected and accepted by the Zoning Dept. or when a Non-plumbing Sanitation System or Use Permit Component is placed on a property. Pursuant to this ordinance **Section 6-5.01** shall establish a fixed reporting date that may cause the inspection, maintenance or servicing event frequency as specified by a Management Plan to be rescheduled for the first reporting cycle if the system was inspected and accepted by the Zoning Dept. after July 31 in the year the servicing events were scheduled. Notice of inspection, maintenance or servicing as prescribed by a Management Plan shall be given to the current property owner(s) by the Zoning Dept. on or before April 30 of the year the servicing event is scheduled.

6-5.01 REPORTING The purpose of this subsection is to establish by provision to this ordinance a fixed reporting date for all POWTS inspections, maintenance or servicing events as prescribed by a Management Plan and for servicing events not conducted in winter weather conditions that may have an adverse affect on the performance of a POWTS. **The pumping out of treatment components or inspection events that may result in pumping shall be performed and reported to the Zoning Dept. on or before July 31 of the year the servicing event is scheduled pursuant to the Management Plan.** All other performance inspections, maintenance or servicing events shall be performed and reported to the Zoning Dept. on or before Oct. 31 of the year the servicing event is scheduled.

(A) The reporting of inspections, maintenance or servicing events for Non-plumbing Sanitation Systems or Use Permit Components shall be performed and reported in a manner as prescribed by the Management Plan to the Zoning Dept. on or before Dec. 31 of the year the events were scheduled and/or performed.

## **SECTION - 7 - GROUNDWATER ELEVATION OBSERVATION PIPE PROGRAM**

### **7-1.00 INTENT**

To establish the placement, operation and maintenance of permanent Groundwater Elevation Observation Pipes in Adams County.

### **7-2.00 PURPOSE**

To provide a means to accurately monitor and establish regional water table fluctuations in deep sandy soils in the Central Sands areas in Adams County for uses pursuant to Soil Saturation Determinations Hydrograph Method as set forth in the Wisconsin Administrative Codes.

### **7-3.00 FUNDING**

Program funding shall be provided through a review fee levied for each Soil Saturation Determination Hydrograph Method form submitted to the Adams County Planning & Zoning Department for review. The amount of this review fee shall be set and adjusted by the Adams County Planning & Zoning Committee. The funds procured shall be placed in an independent account used exclusively to meet the financial demands of this program. Revenue shall be allowed to accumulate to the greater of the following; \$10,000.00 or 150% of the total value of equipment installation and operation costs, including but not limited to annual maintenance and support services, pipe replacement or relocation, and all devices used to obtain, transmit, read, or store groundwater elevation data.

### **7-4.00 PLACEMENT AND CONSTRUCTION**

Groundwater Elevation Observation Pipes shall be placed on county or public lands in secure locations and placed in uniform sandy soils to a depth sufficient to provide consistent and accurate water table fluctuation information. Groundwater Elevation Observation Pipes shall be constructed of similar materials and installed in like manner.

7-4.01 PROPERTY All Groundwater Elevation Observation Pipes are the property of, and are under the administrative authority of the Adams County Planning & Zoning Department. Entry into any shared use agreements on properties with other county departments, towns, state or public entities shall require the approval of the Adams County Planning & Zoning Committee.

### **7-5.00 NONASSUMPTION**

This program shall not be construed as assuming any liability on the part of Adams County or any official or employee thereof, for damages to anyone injured, or for any groundwater contamination, or property damage.

## SECTION - 8 - ADMINISTRATION

### 8-1.00 THE ADAMS COUNTY ZONING ADMINISTRATOR

The Zoning Administrator shall be responsible for the administration of this ordinance and may delegate issuing of abatement orders, to the County Health Department. The Sanitary Inspector shall assist the Zoning Administrator and/or the Adams County Planning and Zoning Committee with the administration of this ordinance.

8-1.01 POWERS AND DUTIES In the administration of this ordinance, the Zoning Administrator shall have the following powers and duties to assure full and complete compliance with this Ordinance and related Wis. Statutes and Administrative Codes.

- (A) Perform and/or delegate his or her responsibilities and duties to personnel employed by the Adams County Zoning Dept. as considered appropriate by the County or State.
- (B) Issue and enforce Orders for Correction to the responsible person(s) including but not limited to Plumbers, Soil Testers, Septic Servicing Providers, property owners, their agents or contractors.
- (C) Advise applicant concerning the provisions of this ordinance and assist them in preparing a permit application.
- (D) Review POWTS Sanitary Permit Applications for one and two family residences or as approved through agent status by the Department of Commerce. Review Adams County Permit Applications for POWTS, Non-plumbing Sanitation Systems or Use Permits within the scope of this ordinance
- (E) Issue Sanitary and Adams County Permits and keep records of all permits issued, inspections made, work approved, official actions and report violations of this ordinance to the Adams County Corporation Counsel.
- (F) Perform inspections for compliance pursuant to this ordinance and related Wis. Statutes or Administrative Codes with access to any premises for the purpose of performing official duties between 8:00 a.m. and 4:30 p.m. or upon issuance of a special inspection warrant in accordance with s. 66.0119 (1) (2) Wis. Statute.
- (G) Apply for and distribute grants obtained through the Wisconsin Fund Grant Program.

### 8-2.00 BOARD OF ADJUSTMENT

The County Board Chairman is hereby directed to appoint a Board of Adjustment according to s. 59.694 Wis. Statute consisting of five (5) members. The members shall all reside within Adams County and outside of limits of incorporated cities and villages; provided, however, that no two (2) members may reside in the same town. The Board shall choose its own chairman and other officers as may be needed. No member shall be a member of the Adams County Planning and Zoning Committee or be a member of the Adams County Board of Supervisors or be a member of a Town Board. Term of office shall be for three years (3) beginning July 1. Vacancies shall be filled for the un-expired term of any member whose term becomes vacant.

8-2.01 PROCEDURES. The Board of Adjustment shall adopt such rules, as it deems necessary for the conduct of business and may exercise all of the powers conferred on such boards by s. 59.694 Wis. Statute.

- (A) The Board shall hear and decide appeals, where it is alleged there is error in any order requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance.
- (B) The Board may authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship and so that the spirit of the ordinance shall be observed and substantial justice done. No variance shall have the effect of allowing standards lower than those required by state law.

**8-2.02 APPEALS TO THE BOARD** Appeals to the Board of Adjustment, may be taken by a person who is aggrieved, by an officer, department, board or bureau of a municipality, affected by a decision of the Zoning Administrator. Such appeal shall be taken within thirty (30) days of the date or written notice of the decision or order of the Zoning Administrator, by filing with the office from whom the appeal is taken and with the Board of Adjustment, a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed was taken.

**8-2.03 HEARING OF APPEALS** The Board of Adjustment shall fix a reasonable time for the hearing of an appeal, give public notice and such notice shall be published in the official newspaper of Adams County by publishing a class two (2) notice thereof as defined in ch. 985 Wis. Statute, as well as due notice to the parties in interest, including mailing notice to the Department of Commerce at least ten (10) days prior to the hearing date. Such notice shall specify the date, time, and place of the hearing and matters to come before the Board with decisions regarding the appeal made as soon as practicable. Any party may appear in person, by agent or attorney.

(A) The secretary of the Board shall in the form of a written resolution or order sign the final disposition of an appeal or application to the Board of Adjustment. Such resolution shall state the specific facts that are the basis for the Board's determination and shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution or grant the application. A copy of any decision granting a variance shall be mailed to the Department of Commerce.

## **SECTION – 9 – ENFORCEMENT AND PENALTIES**

### **9-1.00 VIOLATION ENFORCEMENT**

Any property owner, their agent, contractor or responsible party(s) who fails to comply with the provisions of this ordinance or applicable State of Wisconsin Statutes and/or Administrative Codes will hereafter be establish in violation. The Adams County Zoning Administrator or Sanitary Inspector may report violations of this ordinance to the Adams County Planning and Zoning Committee, or upon reasonable cause or question as to proper compliance, revoke or suspend any County Sanitary Permit and issue directives or Orders for Correction and report the violations to the Adams County Corporation Counsel. Any person issued an Order for Correction by the Adams County Zoning Department in accordance with this ordinance who resists enforcement or violation correction, shall be subject to being issued a Court Citation and Complaint and/or a penalty as provided in **Section 9-3.00** of this ordinance.

### **9-2.00 ENFORCEMENT PROVISIONS**

Nothing in this ordinance shall preclude Adams County from initiating any appropriate action to prevent or remove a violation of any provision of this ordinance. The Adams County Corporation Counsel shall expeditiously prosecute violations to this ordinance.

**9-2.01** Items under construction found in violation of this ordinance, shall cease upon written or on-site notification of a **Stop Work Order** by the Zoning Administrator or Sanitary Inspector, and all construction work shall remain stopped until the Zoning Administrator or Sanitary Inspector release the order.

**9-2.02** If the owner of a POWTS, Holding Tank or Non-plumbing Sanitation System fails to have his or her system properly serviced in accordance with the Adams County Mandatory Management and Maintenance Program in response to orders issued by the Adams County Zoning Department to prevent or abate a human health hazard as described in s. 254.59 Wis. Statute, the County may enter upon the property and cause to have the servicing performed and place the actual costs of such servicing on the property tax bill as a special assessment for current services rendered, as prescribed by s. 66.60 Wis. Statute.

### 9-3.00 PENALTY PROVISION

Any person who violates any of the provisions of this ordinance, except as otherwise provided shall upon conviction of such violation be subject to a penalty. Any person who upon conviction is found guilty of violating this ordinance or any part thereof shall forfeit not less than one hundred dollars (\$100.00) or not more than one thousand dollars (\$1,000.00) for each offense, in addition to the costs of prosecution. Each day a violation continues or occurs, shall constitute a separate violation and offense.

9-3.01 EXECUTION AGAINST DEFENDANT'S PROPERTY. Whenever any person fails to pay any forfeiture and costs of prosecution upon the order of any court for violation of any ordinance of Adams County, the court may issue a lien against the property of the defendant for such forfeiture and costs.

**AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Adams on November 15, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 11, 2009, Dale L. & Shelia L. Toltzmann, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel of land in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on April 1, 2009, the Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

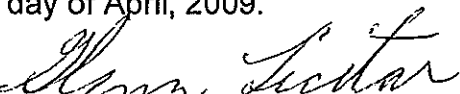
The County Board of Supervisors of the County of Adams does ordain as follows:


Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A1-15 Exclusive Agricultural District to an R-3 Mobile Home Residential District:

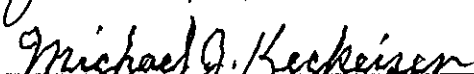
Property located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, on County Road F, Town of Adams, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April 2009.

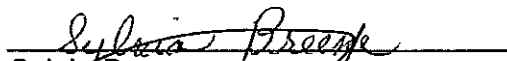
Recommended for enactment by the Adams County Planning and Development Committee on this 1st day of April, 2009.


  
Glenn Licitar, Chair


  
Joanne Sumpter, Vice-Chair

  
Michael Keckeisen

  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of April 2009



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

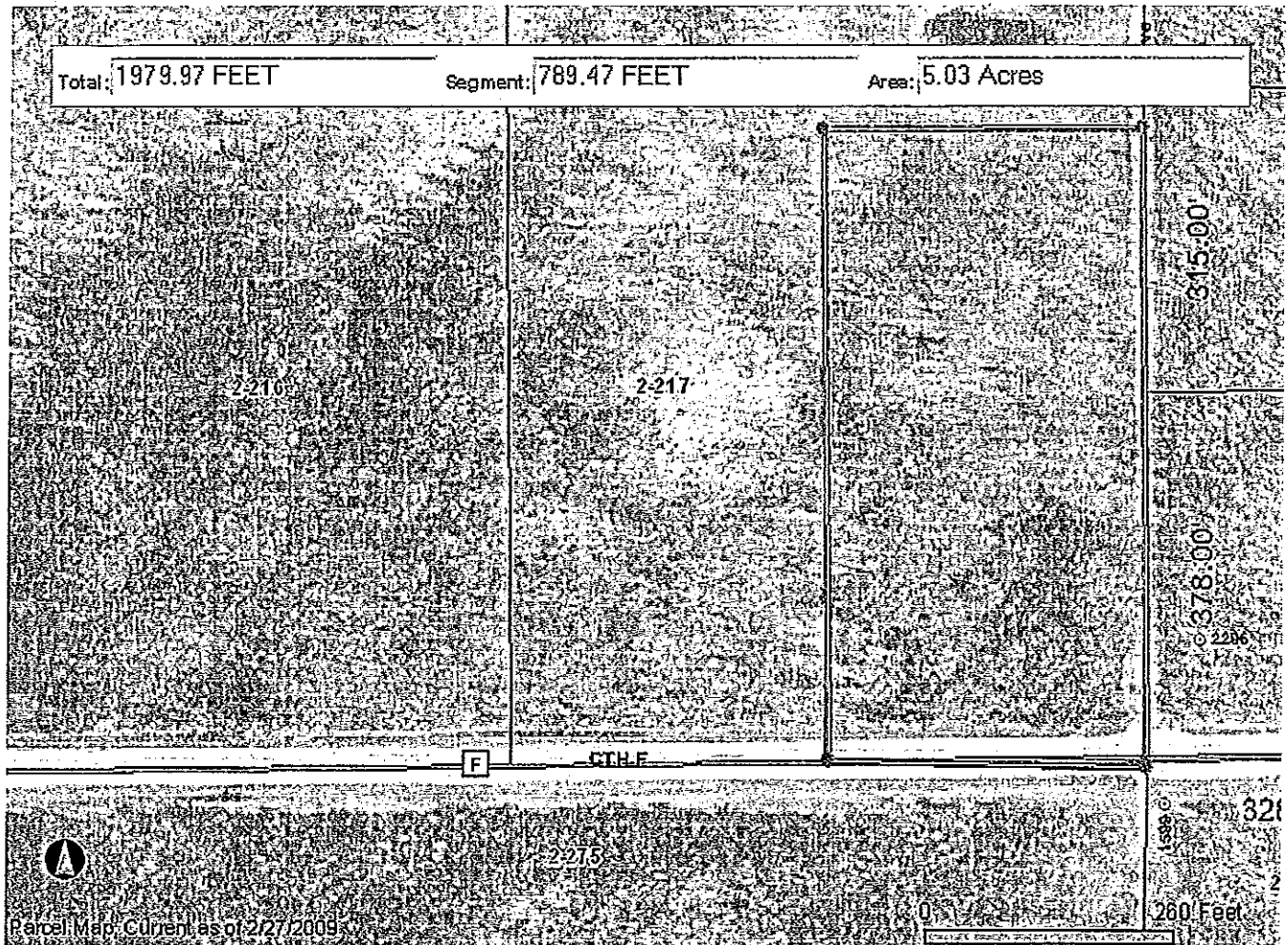
ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
September 3, 2008 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Dale L. & Sheilia L. Toltzmann – Rezoning request of a portion of a parcel (5 acres) from an A1-15 Exclusive Agriculture District to an R-3 Mobile Home Residential District of the Adams County Comprehensive Zoning Ordinance to allow a single wide manufactured home on property located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, on County Road F, Town of Adams, Adams County, Wisconsin.

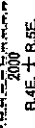
Appearing for with testimony: Dale & Sheilia Toltzmann.

Correspondence: Notification from the Town Board of Adams that they met on March 11, 2009 and have no objection to the zoning change. Notification from Ron Chamberlain, Highway Commissioner with no concerns. Notification from Will Stites, DNR with no comment.

Disposition: Joe Stuchlak made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Sylvia Breene seconded the motion. Roll Call Vote: 6-Yes. 1-Absent (Colby) Motion carried.







**AGGRESSIVE  
GROWING  
EXPERIENCED**

100 NORTH MAIN  
PO BOX 516  
ADAMS, WI 53910

Adams, WI

**AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Adams on November 15, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 9, 2009, William R. Hill, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on April 1, 2009, and the Adams County Planning & Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

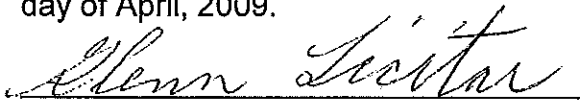
The County Board of Supervisors of the County of Adams does ordain as follows:

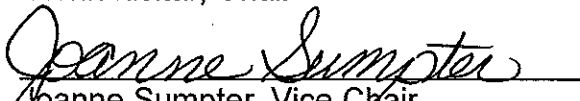
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Property located in the NW ¼, SW ¼, Section 34, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.

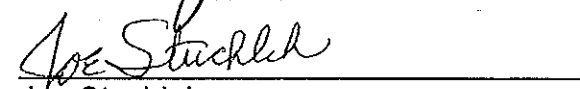
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2009.

Recommended for enactment by the Adams County Planning and Development Committee on this 1st day of April, 2009.

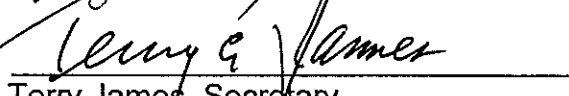
  
Glenn Licitar, Chair

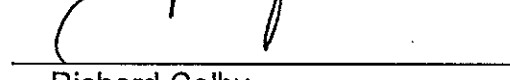
  
Joanne Sumpter, Vice-Chair

  
Michael Keckisen

  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of April 2009



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
April 1, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

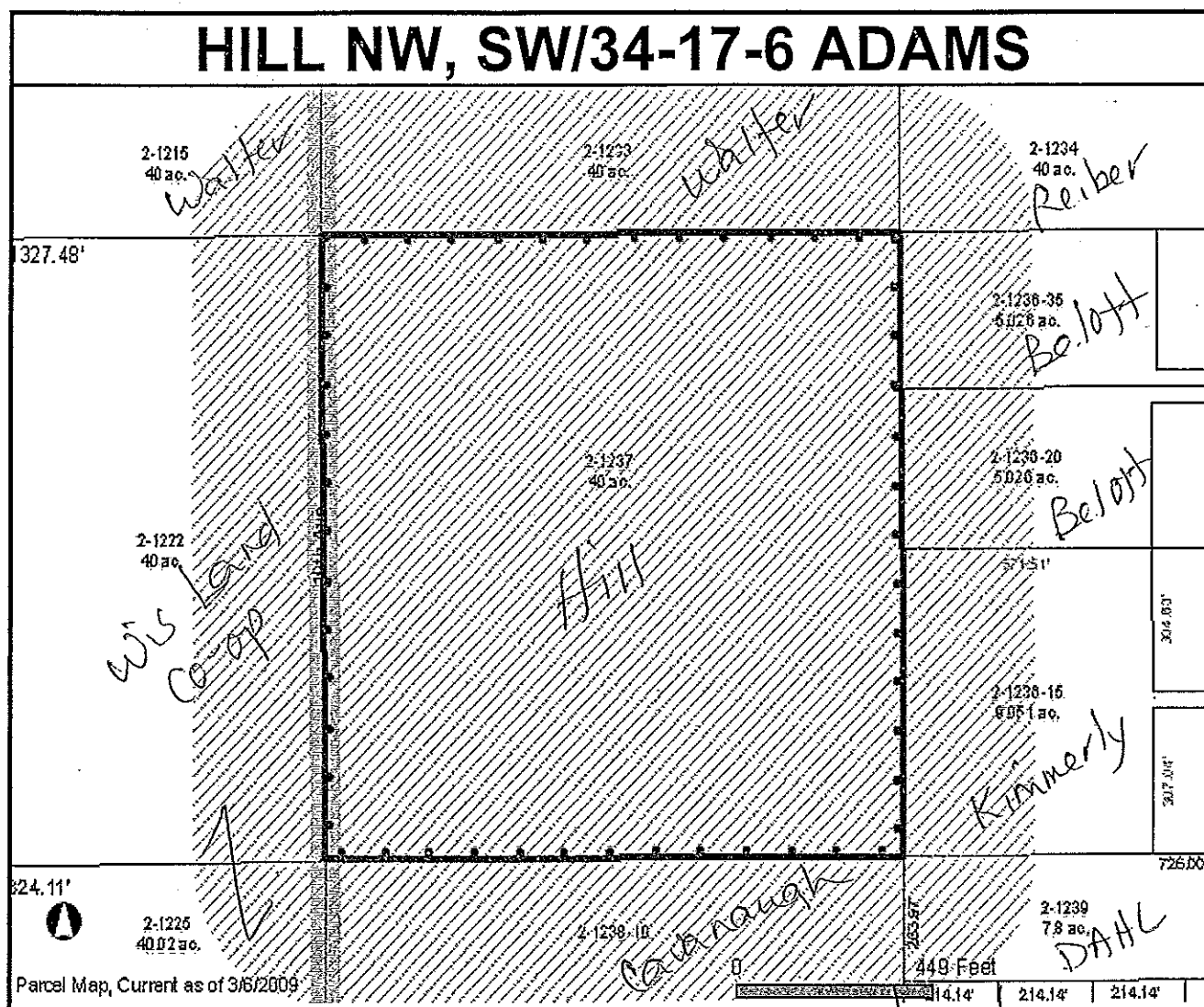
William R. Hill – Rezoning request a forty (40) acre parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the parcel on property located in the NW ¼, SW ¼, Section 34, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.

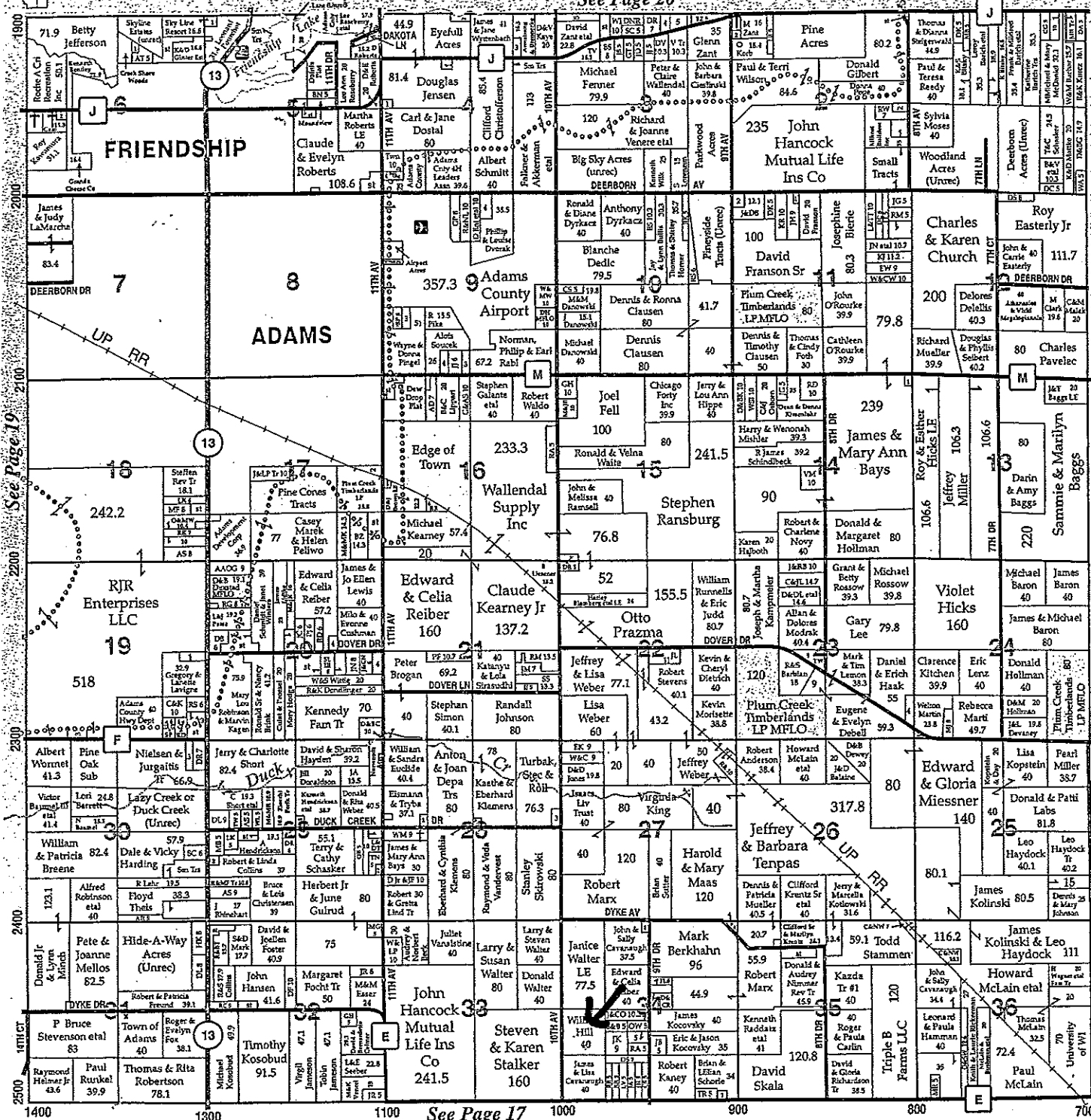
Appearing for with testimony: Bill Hill, owner. Robert McAllister.

No one appearing against.

Correspondence: Notification from the Town Board of Adams that they met on March 11, 2009 and have no objection to the zoning change.

Disposition: Terry James made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 6-Yes. 1-Absent (Colby) Motion carried.





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More Than an Ordinary Lumber Company

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Mike Moore - Manager  
(608) 339-9800 • Fax (608) 339-4849  
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**AMENDMENT OF ORDINANCE NO. 5-28A-05  
TO CORRECT THE FEE IMPOSED FOR WORTHLESS CHECKS**

**WHEREAS:** The Adams County Board of Supervisors enacted Ordinance No. 5-28A-05 on May 17, 2005, authorizing the imposition of a \$30.00 charge for worthless checks; and

**WHEREAS:** The amount of \$30.00 was obtained from the State in 2005, through its State Selection Board, as authorized by Wis. stats. §20.905(2); and

**WHEREAS:** Adams County was notified by Eau Claire County that upon information from the Wisconsin Court Operations Office, said increase was never passed in 2005 by the State Selection Board; and

**WHEREAS:** The correct fee for worthless checks should be \$20.00, the amount previously approved by said State Selection Board;

**NOW THEREFORE,** the County Board of Supervisors of Adams County does ordain as follows:

1. That the charge imposed under Section 2 of Adams County Ordinance No. 5-28A-05 (see attached) is hereby amended to \$20.00.
2. That all other language contained in Adams County Ordinance No. 5-28A-05 unchanged by this Ordinance shall remain in full force and effect.

This ordinance shall take effect on the date of its publication following enactment by the Adams County Board of Supervisors.

Recommended for enactment by the Administrative and Finance Committee this 14 day of April 2009.

Al Sebastiani Sec. Ward  
Joyce Kesenich  
Karl Klingforth

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this \_\_\_\_\_ day of  
Tabled \_\_\_\_\_, 2009.

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk

Amended June 21, 2005

Ordinance no. 58-A-2005

WHEREAS, Adams County deems it beneficial to adopt an ordinance to impose a service fee for worthless checks.

The County Board of Supervisors of Adams County does ordain as follows:

Section 1. This ordinance is enacted on the authority of Wis. Stat. §59.54(24) which authorizes a county to enact and enforce an ordinance which imposes charges on persons who issue worthless checks and permits a county office to retain payments of fees, licenses and similar charges and waive underpayments.

Section 2. Service Fee on Worthless Checks: If a personal check tendered to make any payment of any fee, tax or other charge legally imposed by any office, official, employee or officer acting on behalf of Adams County is not paid by the bank on which it is drawn or if a demand for payment under a debit or credit card transaction or other instrument is not paid by the bank upon which demand is made, the person, firm, corporation or other organization shall remain liable for the payment of the amount for which the check was tendered or the amount agreed to be paid by the debit or credit card or other instrument, and for a charge of thirty dollars (\$30.00). The levying of this charge shall not preclude the issuing person, firm, corporation or other organization from being subject to any other civil or criminal proceeding or penalty authorized by law.

Section 3. Overpayment and Underpayment of Fees. Unless otherwise provided by law, the County may retain overpayments of fees, licenses and similar charges when the overpayment is two dollars (\$2.00) or less, unless such refund is specifically requested in writing. Underpayments of not more than two dollars (\$2.00) may be waived when the administrative cost of collecting would exceed the amount of the underpayment. (Rath/Renner to change \$2.00 to \$3.00 motion carried) (Ward/Eggebrecht to establish account number under 100.73 titled NSF charges to revert back to the General Fund motion carried) This ordinance shall take effect on the date of its publication following enactment by the Adams County Board of Supervisors.

Recommended for enactment by the Adams County Finance Committee this 13<sup>th</sup> day of May 2005.

Al Sebastian Larry Balow  
Ken Ward

Enacted X  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_  
by the Adams County Board of Supervisors this 17th day of May, 2005.

Enacted XX amended Ord. 5-28-A-05 by the Adams County Board of Supervisors this 21st day of June 2005.

State of Wisconsin  
County of Adams

This document is a full, true and correct copy of the original on file and of record in my office and has been compared by me

Attest

6/21/05

Cindy Phillippe

County Clerk

County Board Chairman

State of Wisconsin  
County of Adams

This document is a full, true and correct copy of the original on file and of record in my office and has been compared by me

Attest

May 18 2005

Cindy Phillippe

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

County Clerk

**AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Springville on December 27, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On February 20, 2009, Ronald L. & Debra M. Kowalewsky, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Springville, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on April 1, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,


The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby not amended to reflect that the following described property be changed from an R-2 Rural Residential District to an R-1 Single Family Residential District;

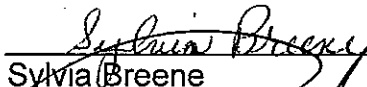
Five (5) acres on located in the NE ¼, NW ¼, Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022 on Fawn Avenue, Town of Springville, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of April, 2009

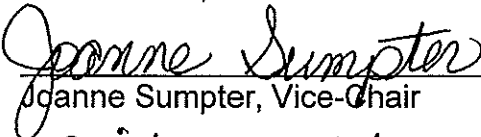
Recommended for denial by the Adams County Planning and Development Committee on this 1st day of April, 2009.



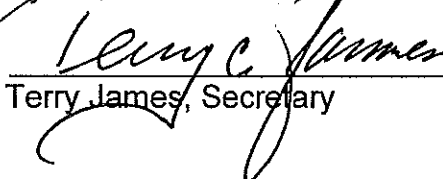
Glenn Licitar, Chair



Sylvia Breene



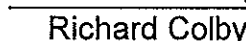
Joanne Sumpter, Vice-Chair




Terry James, Secretary



Michael Keckeisen



Richard Colby



Joe Stuchlak

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of April 2009





## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
April 1, 2009 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Ronald L. & Debra M. Kowalewsky – Rezoning request of a five (5) acre parcel from an R-2 Rural Residential District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to build a home on property located in the NE ¼, NW ¼, Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022 on Fawn Avenue, Town of Springville, Adams County, Wisconsin.

Appearing for with testimony: Jeffrey Wallom of Equity Builders representing Mr. Kowalewsky.

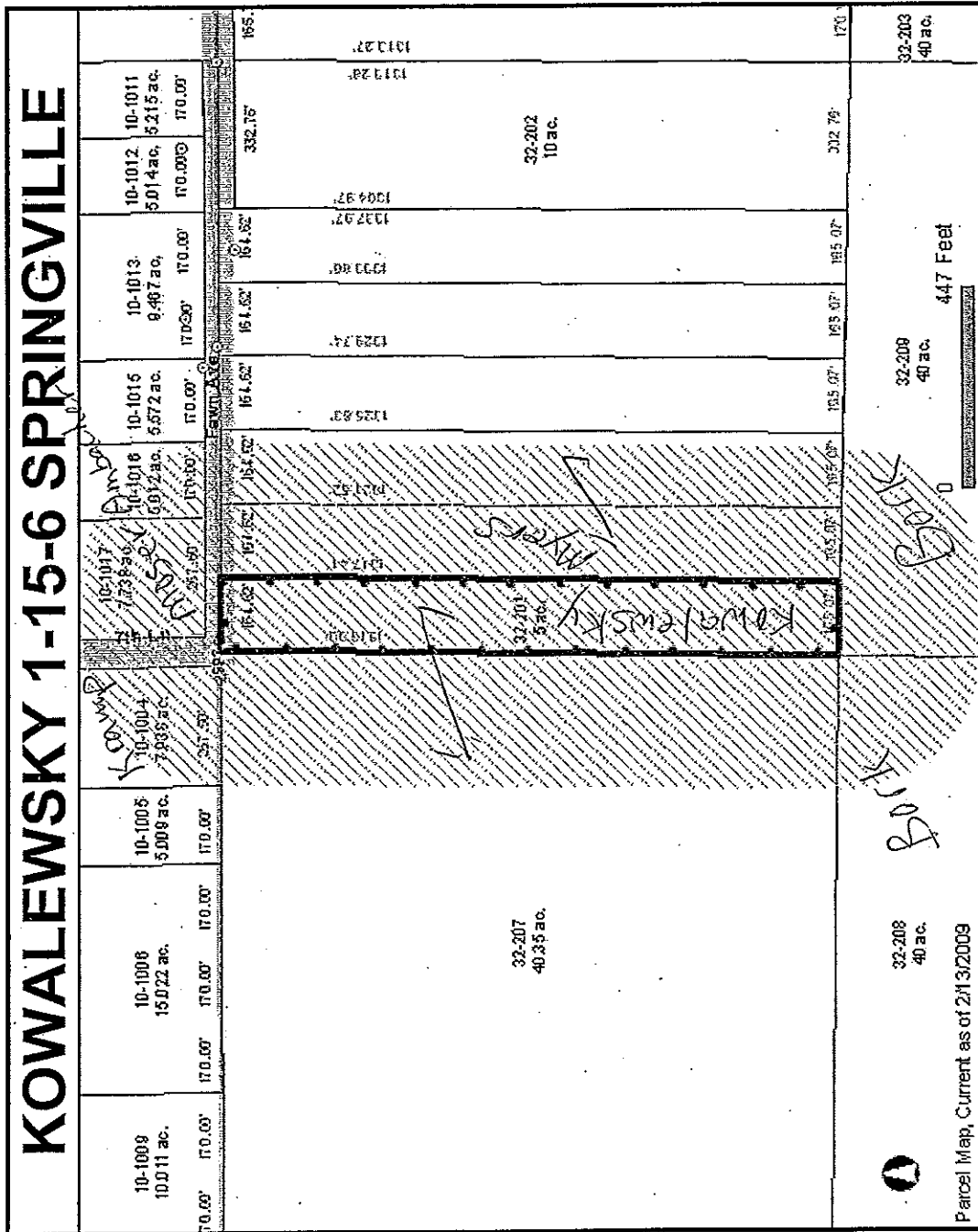
Appearing for without testimony: Roger Wallom; Larry Myers

No one appearing against.

Correspondence: Notification from the Town Board of Springville that they met on February 23, 2009 and have no objection to the zoning change. Telephone call from Kevin Bork objecting and also Lloyd Bork objecting. Both because they do not feel the setback should be less than 50'.

Disposition: Mike Keckeisen made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. The reason for denial being that there is room on the property to place the house with the current setback restrictions. Joe Stuchlak seconded the motion. Roll Call Vote: 4-Yes. 2-No. 1-Absent(Colby) Motion to deny carried.

P62





PROUD OF OVER 75 YEARS OF  
SERVICE TO WISCONSIN TOWNS

ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY MEETING MINUTES  
ADAMS COUNTY BOARD ROOM, March 17, 2009, 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:08 p.m.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joe Stuchlak; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirsenlohr; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken.

Motioned by Ward/Licitar to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/Sumpter to approve the February 17, 2009 County Board Minutes. Motion carried by unanimous voice vote.

Claims were read.

**Correspondence:** There were no correspondence.

**Appointments:** Motioned by Klingforth/Ward to appoint Marcia Kaye, Times-Reporter Printing Company; Scott Switzer, Moundview Memorial Hospital & Clinics; and Pam Oxman, American Red Cross; to LEPC to fill vacant positions. Motion carried by unanimous voice vote. Motioned by Licitar/Kotlowski to appoint Dave Grabarski as an alternate on the Board of Adjustment. Motion carried by unanimous voice vote.

**Unfinished Business:** **Res. #17:** At the February 17, 2009 County Board Meeting, it was motioned by Renner/England to adopt Res. #17, and motioned by Ward/Keckeisen to postpone Res. #17. Motion to postpone carried by roll call vote, 14 yes, 5 no, 1 excused. Voting no, Dehmlow, England, Loken, Renner, Townsend. Excused Morgan.

Motioned by Renner/Loken to bring back Res. #17 to rescind the portion of Resolution No. 66-2007 approving Grade 10, Step 1 of the Adams County pay scale as the salary for the position of Legal/Personnel Secretary and comply with the County's existing procedure for new position classification and adopt the evaluation of Carlson Dettmann, that the position of Legal/Personnel Secretary be placed in Grade 6 of the Adams County pay scale (2008). Motion to bring back Res. #17 carried by roll call vote, 19 yes, 1 no. Voting no, Ward. Motioned by Kirsenlohr/Ward to remove the entire fiscal note. Motion failed by roll call vote, 7 yes, 13 no. Voting yes, Dehmlow, Kirsenlohr, Klingforth, Kotlowski, Licitar, Renner, Townsend. Motion to adopt Res. #17 carried by roll call vote, 14 yes, 6 no. Voting no, Dehmlow, Keckeisen, Kirsenlohr, Stuchlak, Sumpter, Ward.

**Reports and Presentations:**

- a. Administrative Coordinator/Director of Finance gave a report.
- b. Department
  - Extension Agents Don Genrich, Jennifer Swensen, and Edie Felts-Podoll gave a presentation. Theresa Wimmann gave a presentation on the WNEP program.
- c. Miscellaneous
  - Daric Smith gave an update on Rural Industrial Development.

Motioned by Loken/Ward to approve the Changes to the Town of Rome Chapter 10 Zoning Ordinance:

- Section 10.06 R-1 Single Family Residence District
- Zoning Map
- Section 10.11 LD Lake District
- Section 10.04 Administration and Enforcement (14) Violations

Motion to approve the zoning changes carried by roll call vote, 20 yes.

**Resolutions:**

**Res. #19:** Motioned by Johnson/Keckeisen to adopt Res. #19 to rescind Resolution No. 12-2005, which opened enrollment for culvert/bridge aid in reliance on Wis. Stats. § 82.08. Motion to adopt Res. #19 carried by roll call vote, 19 yes, 1 no. Voting no, Licitar.

**Res. #20:** Motioned by Renner/Klingforth to adopt Res. #20, a resolution to express support for statutory changes that would allow counties to form storm water utilities. Motioned by Keckeisen/Stuchlak to call the question. Motion to call the question carried by roll call vote, 20 yes. Motion to adopt Res. #20 carried by roll call vote, 16 yes, 4 no. Voting no, Dehmlow, James, Kirslenlohr, Ward.

**Res. # 21:** Motioned by James/Stuchlak to adopt Res. #21, approve an Intergovernmental Agreement detailing the duties, responsibilities and guidelines for the reconstruction of Easton Dam, between Adams County, the Town of Easton, and the Easton Lake District. Motioned by West/Johnson to postpone Res. #21. James/Stuchlak withdrew motion to adopt. West/Johson withdrew motion to postpone.

**Recess:** Motioned by Keckeisen/Sumpter to recess at 8:02 p.m. Motion to recess carried by unanimous voice vote.

**Reconvene:** Reconvened at 8:28 p.m. Roll call, 20 present.

**Res. #21:** Motioned by Sumpter/Stuchlak to adopt Res. #21 approve an Intergovernmental Agreement detailing the duties, responsibilities and guidelines for the reconstruction of Easton Dam, between Adams County, the Town of Easton, and the Easton Lake District. Motion to adopt Res. #21 carried by roll call vote, 20 yes.

**Res. #22:** Motioned by Klingforth/Loken to adopt Res. #22, to create a Census Complete Count (hereinafter "CCC") Committee to promote education and awareness regarding the importance of the 2010 Census in an effort to get a 100% resident count in Adams County. Motion to adopt Res. #22 carried by roll call vote, 20 yes.

**Res. #23:** Motioned by Kotlowski/Licitar to adopt Res. #23, to recognize Charlotte Trzesniak's retirement and honor her years of service to Adams County. Motion to adopt Res. #23 carried by roll call vote, 20 yes.

**Ordinances:**

**Ord. #09:** Motioned by Stuchlak/Sumpter to enact Ord. #09 to rezone a portion of two parcels of land in the Town of New Haven, owned by Arthur Jungenberg, portion of two parcels, 31.124 acre & 14.86 acre, located in the Pt. of the NW1/4, NW, 1/4 & SW1/4, NW1/4 & SW1/4, NE1/4 of Section 3, Township 14 North, Range 7 East, changed from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District. Motion to enact Ord. # 09 carried by roll call vote, 20 yes.

**Ord. #10:** Motioned by Stuchlak/Sumpter to enact Ord. #10 to amend Ord. # 28-2002, Adams County Sales and use Tax Ordinance. Motioned by Loken/West to amend Ord. #10, Section 1a, inserting "Should stimulus or state budget dollars be awarded prior to expending any funds, the unused funds shall be returned to the county's sales tax fund." Motion to amend Ord. #10 carried by roll call vote, 20 yes. Motioned by Ward/Hartley to amend Section 3 striking "~~March 17, 2009~~" and inserting "upon publication". Motion to amend carried by unanimous voice vote. Motion to enact twice amended Ord. #10 carried by roll call vote, 20 yes.

**Denials:** There were no denials.

**Petitions:** There were no petitions.

Motioned by West/Sumpter to approve claims. Motion carried by unanimous voice vote.

Motioned by Johnson/James to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Keckeisen to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set meeting date for April 21, 2009 at 6:00 p.m.

Motioned by West/Ward to adjourn at 8:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING  
Thursday, March 12, 2009

Meeting was called to order by Chairman West at 9:10 a.m. Ward, Klingforth, Kirsenlohr, Sebastiani were present. Ron Chamberlain and Barb Petkovsek were also present.

The meeting was properly announced.

Motioned by Sebastiani/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Klingforth/Ward to approve the February 15<sup>th</sup> and 16<sup>th</sup> minutes. Motion carried by unanimous voice vote.

Barbara Petkovsek requests that if there are questions regarding the check registers or monthly reports to ask Liz or put in them in writing by April 1<sup>st</sup>. Cash reconciliation reports were handed out.

Motioned by Sebastiani/Klingforth to deviate from agenda item numbers 13, 14, 15, 16, and 17. Motion carried by unanimous voice vote.

Jack Albert drafted the sales tax ordinance Monday morning. Sebastiani questioned where the money would come from for Easton Dam should this ordinance fail at County Board. Petkovsek indicated that 2 months ago this same discussion was held at a joint meeting with Planning and Development and Finance and all present were in favor. Perhaps using the General Fund, if it were to fail. As of 12/08 the unaudited number of dollars in the sales tax account is approximately \$2.8 million. The jail debt payment for 2009 is approximately \$503,000 and for 2010 it is approximately \$507,000.

Motioned by Ward/Klingforth to approve and forward the ordinance as presented on the sales tax funds. Motion carried by unanimous voice vote.

Item number 14 on the agenda was discussed briefly and will be moved to next month's regular agenda. At that same meeting there will be a Raffle & Tourism presentation by Fred, the Adams County Parks Director.

Item number 18 on the agenda will be moved to the April 7<sup>th</sup> meeting agenda

Set next meeting dates as April 7<sup>th</sup> to close books starting at 9 a.m. and April 14<sup>th</sup> posted as a regular meeting starting at 9 a.m.

Ron Chamberlain explained time frames and (application deadlines) related to grants.  
For example:

1st phase Roads/Bridges, filed by 2/24 and due by 3/1.

2nd phase was received approximately a week ago and is due 4/1.

There is a tight turn around on filing of applications.

Project Highway Z to 18<sup>th</sup> Lane dollars of \$5,248,930.80 may be available, all of which would be 100% funding if awarded.

Project Highway 21 to F dollars of \$9.2 million may be available, all of which would be 100% funding if awarded.

There is a meeting today regarding stimulus dollars that Ron and Barb will be attending. Some of the topics may be utilities, as in Broadband. Ron informed the committee that on May 18<sup>th</sup> there is another stimulus meeting on highway discretionary funding. A nationwide deal of 100% (size of project is the intended dollars catch) bundled together we'd qualify and could utilize. Currently, alternative fuel vehicles, i.e. electric vehicles, is something being looked at.

Barb indicated that she looks at recovery and reinvestment grants every day, forwarding them on to departments that could potentially utilize them. She will not write the grant on behalf of the departments, but will assist.

Discussion took place on grant application processes. The committee concurred that allowing departments to apply for grants would better allow departments to meet the deadlines for application.

Kirsenlohr felt that the cost of a special County Board meeting would be minimal compared to money potentially received if awarded a grant.

Motioned by Kirsenlohr/Ward to allow for application of grants. If stimulus package is offered, a resolution will be presented to County Board for approval, before acceptance of the grant. Motion carried by unanimous voice vote.

Discussion took place regarding hiring an actuarial to comply with GASB 45. Barb informed the committee that currently Milliman is estimating a cost of \$7,500 and Key Benefits is estimating a cost of \$5,000. The current budgeted amount is \$5,000. Barb recommends going with Key Benefits. Motioned by Ward/Klingforth to contract with Key Benefits for \$5,000. Motion carried by unanimous voice vote.

Ron and Barb left at 10:00 a.m.

Ward would like to add discuss check register to the April 7<sup>th</sup> meeting agenda.

Treasurer- Mary Ann informed the committee that there were 2,801 delinquent parcels in 2008 and 2,857 in 2009. Delinquent dollars went up by \$78,566.42. Total overall delinquencies are at \$5,004,995.52. Northern Bay is now current.

The CD for Solid Waste was up in February but it was renewed at 3.15%. Interest was at 5%. No letter has been received from the DNR to release funds on the CD. M & I bank has agreed that there would be no penalty if we withdraw money from the CD early if we were to receive notice from the DNR allowing use of the dollars.

West questioned whether interest received on our bank accounts was still covering our expenses. Mary Ann informed the committee that currently the costs exceed the interest. She has spoken with the bank and is trying to change the accounts back to no interest, no transaction fee type. She is not sure the bank will allow us to change the accounts back and forth. Mary Ann presented the job description for the part-time secretary position that would eliminate one Deputy Treasurer position in her office. She also presented the Real Property Lister job description with the proposed changes: #2. Assist attorneys, surveyors, appraisers, real estate personnel, utility companies, banks, governmental agencies and the general public requesting general real estate transaction and tax information. #20. Assist with receipting, recording and appropriating all payments to the Treasurer's office, including but not limited to, tax collection, perpetual care deposits, sale of dog licenses and



departmental deposits. #21. Assist with reconciling of cash and receipts of the Treasurer at the beginning and end of day when necessary.

The Real Property Lister will also fill in when employees are on vacation, etc. The 1168 Union has copies of both job descriptions.

Motioned by Ward/Klingforth to approved Real Property Lister, Job Description as revised and present. Motion carried by h unanimous voice vote.

Motioned by Ward/ to hold the part-time position open for 3 months, to see how it works. Motion failed for lack of second.

Motioned by Kirslenlohr/Klingforth to approve part-time secretary/bookkeeper position as presented, with no benefits.

Mary Ann said that the schedule has not been worked out as of yet. The person may work 4 days a week, possibly cut hours during the year, then increase during July, or work fewer days per week. Motion carried 4 yes, 1 no. Voting no, Ward.

On April 7<sup>th</sup> video conferencing will be discussed.

At 10:30 a.m. Terry Reynolds-Warner and Judge Pollex joined the meeting to give a brief update on video conferencing. The T1 line was discussed. Terry submitted proposals from SKC one being a comparison to the AT&T quote. The others were price comparisons for moving the current sound system, purchasing DVR equipment, and an SKC proposal for equipment upgrade, along with the comparison maintenance contract costs. For a complete copy of the proposals contact the County Clerk's office.

Pollex stated he appreciates the support from the supervisors; it does not go without notice. He extends an invitation to everyone who would like to speak to him, view his office or activities associated.

Dawn informed the committee that they rebuilt and did testing on the web filter for law enforcement. They also checked permissions and made sure there would be no compromise to security.

Motioned by Ward/Kirslenlohr to adjourn at 11:35 a.m. until April 7<sup>th</sup> at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi,

Recording Secretary

These minutes have not been approved.

Adams County Airport Commission  
Minutes for the March 23, 2009 Meeting

Call to Order: Meeting was called to order by Chairman Hartley at 7:10PM.

Roll Call: G. Hartley, F. Dehmlow, J. Johnston, J. Reuterskiold, S. Pollina. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: None

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Reuterskiold to approve the agenda. All aye, motion carried.

Approve the minutes: Still awaiting minutes from the July, 21, 2008, September 8, 2008 and January 15, 2009 meetings. Motion by Dehmlow, Second by Pollina to approve the February 9, 2009 minutes as presented. All aye, motion carried.

Airport Managers Report:

Review Correspondence: Email from Mead and Hunt regarding the Precision Approach Path Indicator (PAPI) lights requiring adjustment as required by the FAA. Repairs have been completed and the FAA has been contacted for another flight check.

Financial Report/Review Monthly Check Summary: With 17% of the year completed two categories are or will be above that percentage. Repairs and Maintenance Vehicles will be grossly overdrawn after payment for the transmission and labor to the snow plow and Repairs Maintenance – Grounds may be overdrawn due to contracted labor for snow removal while the snow removal truck was down for repair.

Fuel Report: A new credit card reader was installed last week replacing the outdated and unsupported unit. The new unit has software that the airport manager is installing for reporting purposes so no report is available at the time of the meeting.

6- Year Improvement Plan: The final “new” 6-Year plan will be discussed with the Bureau of Aeronautics at the April 8<sup>th</sup> Sponsor Workshop that the manager will be attending. At that time the manager will be inquiring into Stimulus Funds.

Height Zone – Request to remove contingency from variance for Adams Co. Sheriffs Dept./Emergency Govt. tower at Highway Shop: Much discussion on the request with the general consensus being that the request was redundant and the

Adams County Airport Commission  
Minutes for the March 23, 2009 Meeting  
Page 2

issue was fully addressed with the original motion granting the variance. No action taken.

Courtesy Car – nothing new to report.

Motion by Reuterskiold, Second by Johnston to approve the managers report. All aye, motion carried.

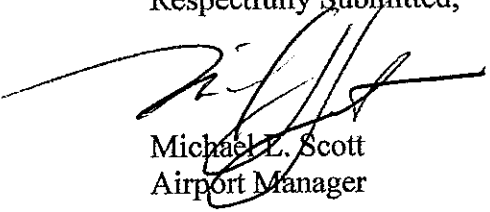
Grounds Keeper Report: All the equipment is in working order and ready for spring. Motion by Reuterskiold, Second by Pollina to approve the grounds keepers report. All aye, motion carried.

Audience Comments: None

Next meeting set for April 20, 2009 at 7PM.

There being no further business a motion was made by Johnston, Second by Pollina to adjourn. All aye, motion carried. Meeting was adjourned at 7:50PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

Executive Committee Minutes  
Monday, March 9, 2009  
9:00 a.m. - Conference Room A260

Meeting called to order by Chairman Al Sebastiani at 9:03 a.m. Members present: Diane England, Bev Ward, Dave Renner, Cindy Loken and Al Sebastiani. Others present: Barb Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; Mary Ann Bays, Treasurer and Jane Gervais, Paralegal/Personnel Assistant.

Meeting was properly noticed.

**Motion by Ward/England to approve the agenda. Motion carried.**

**Motion by Loken/Ward to approve the February 9, 2009, minutes. Motion carried.**

No public participation or correspondence.

Discuss and/or act on Resolution to consider Census 2010 Proclamation. Discussion was held. **Motion by Loken/England to approve the resolution. Motion carried.**

Discuss and/or act on revised Conservation Engineer Technician job description. Chris Murphy was present to discuss the revision to the required qualifications. **Motion by Ward/Loken to approve the job description. Motion carried.**

Discuss and/or act on revised Real Property Lister job description. Treasurer Mary Ann Bays presented the changes to the job description. Discussion was held. **Motion by Ward/Renner to approve the revised Real Property Lister job description. Motion carried.**

Discuss and/or act on Secretary/Bookkeeper position (Treasurer's Office). Treasurer Mary Ann Bays explained that this was the Deputy position where the individual had just retired and with budget constraints she revised it to a part-time Secretary/Bookkeeper position. Discussion was held. **Motion by Ward to not allow the Secretary/Bookkeeper position be filled and to see how it works within six months. Chair Sebastiani called for a second three time. Motion failed for a lack of a second.** More discussion took place regarding the duties and hours of the position. **Motion by Loken/England to approve the part-time position in the Treasurer's office.** Additional discussion took place. **Motion by Loken/England to amend their motion to approve the Secretary/Bookkeeper job description and send it to Carlson Dettmann to evaluate where the position should be placed per policies and procedures.** Discussion was held whether a resolution should be sent to County Board. Administrative Coordinator Petkovsek indicated that, a previous position in the County Clerk's office was changed at Committee level and not taken to County Board. Discussion was held. **Motion carried with Supervisor Ward voting no.**

Discuss and/or act on revised Clerk/Typist (Fiscal & Support Services) job description (Health & Human Services). Health & Human Services Director, Chuck Price explained the changes to the

job description. Discussion was held. **Motion by Loken/Ward** to approve the revised job description contingent upon approval of the Health & Human Services Board. **Motion carried.**

Discussion was held whether each position needs to go to Carlson Dettmann with every job description revision. Administrative Coordinator responded, with the removal of fiscal duties from H&HS Clerk Typist position, it should be re-evaluated. Supervisor Ward asked if the revised description for the Real Property Lister will be sent to Carlson Dettmann. Administrative Coordinator stated, she doesn't believe we need to because they are going to be moving that position up a grade and that will bring them up to Deputy Clerk grade, with the new proposal, though it is the Committee's decision. Discussion was held.

Discuss and/or act on Legal/Personnel Secretary Grade/Salary (Corporation Counsel/Personnel Office). Corporation Counsel/Personnel Director Jack Albert explained the resolution, the minutes approving the position, Grade 6 that Carlson Dettmann evaluated the position at and the recommended salary the position was advertised at and agreed upon. Corporation Counsel explained the job description was not created to be the same as the Paralegal/Personnel Assistant. Corporation Counsel/Personnel Director explained the process and procedures were followed and the recommendation from Carlson Dettmann should stand as the amended resolution was presented at last month's Board meeting. Renner stated, we should do the right thing and pass the resolution as it was written and not get into personalities. **Motion by Renner/England** to approve the resolution as was presented. **Motion carried.**

Discuss and/or act on Personnel Director & Administrative Coordinator/Director of Finance position/job description. **Motion by Loken/Ward** to approve the Personnel Director job description with the added changes noted under, Job Duties, retaining #3 and #7 to make the changes as recommended. **Motion carried.** Discussion was held whether to take this to County Board. It was decided to wait and bring facts and figures next month to Executive Committee before taking it to County Board.

Discuss and/or act on Retirement Resolution for Charlotte Trzesniak. **Motion by Loken/Renner** to approve the resolution. **Motion carried.**

Administrative Coordinator/Director of Finance presented her monthly report.

Corporation Counsel/Personnel Director gave his monthly report.

**Motion by Ward/Loken** to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on negotiations. Advise Committee on employee investigation. **Motion carried** unanimously by roll call voice vote.

**Motion by Ward/Renner** to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** unanimously by roll call voice vote.

**Motion by Ward/Loken to approve the purchase order reports as presented. Motion carried.**

Next meeting date will be Monday, April 13, 2009, at 9:00 a.m.

Action items for next month: Supervisor Ward asked for a report on compensatory time.  
Discuss resolution for Personnel Director position.

**Motion by Ward/Renner to adjourn at 12:20 p.m. Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Recording Secretary  
Paralegal/Personnel Assistant

**GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.**  
**Water Resources Committee Minutes**  
**January 15<sup>th</sup>, 2009**  
**Conference Room 5, Portage Co. Annex**

**Call to Order:** 9:30am

**Attendees:** Bob Brilowski, Reesa Evans, Jodi Hermesen, Steve Bradley, Paul Skawinski, Amy Thorstenson, Ed Hernandez, Jodi Hermesen submitted a written report.

**MINUTES:** Approved (Brilowski/Hernandez).

**PROJECT UPDATES:**

**Reesa, Adams Co.:** The County is investigating ways to utilize an AIS grant for maintaining staff so specific job duties may have to be revised. She is finalizing Lake Management Plans to incorporate DNR comments. Very few lakes in the County are without a Plan. One lake group isn't interested in a Plan because they want to continue with chemical treatments without considering alternatives. The County continues to have interest in a Regional Lake Specialist through RC&D. The Adams County Lake Workshop is May 9<sup>th</sup>. If interested, contact Reesa.

**Amy's Projects:** Her EWM weevil research is progressing well. She is currently processing samples that were collected during the field season. The correlation of nutrient levels in lakes on density of EWM and weevils is also being investigated. She will be presenting the Portage Co. weevil rearing project at the upcoming Lakes Conference. There is an indication that increasing weevil density will reduce EWM but other variables need to be addressed. She may be doing some work on McDill pond to determine benefits of natural shorelines on weevil reproduction but shoreland vegetation needs to be defined. She is looking at the impact of weevils on milfoil hybrids.

**Jodi's Projects:** Four schools are scheduled for Groundwater Infiltrates Portage County. Letters for Groundwater Infiltrates Waupaca County will be going out at the end of January. The "Friends of the Little Plover River" plan to get their newsletter out soon and they are working with the Village of Whiting to educate residents on water conservation. The Little Plover River Appreciation Day for 4<sup>th</sup> graders will be held May 1<sup>st</sup>.

**Paul's Projects:** The aquatic plant management plan for McDill is complete. He has been working with the McDill group during the current 12 foot drawdown. The pond will be refilled in May and then some chemical treatment of curly leaf pondweed and EWM will take place. He will be helping out at the Garden Vision Conference in Wausau on January 30 & 31<sup>st</sup>. He and Amy are working with high schools on a photo contest of AIS educational activities. He will be working with Wood County on a new trap design for rusty crayfish. He will be submitting a new AIS grant to continue the regional effort in Portage, Waushara and Wood counties. The proposal will include LTE's to work in all three counties. One Town in Portage County will be asked to contribute a match since a lot of work has been occurring there.

**Ed, Waushara:** They are still interested in utilizing a Regional Lakes Specialist. They are also trying to maintain existing staff with grant funding. They will be looking at a Lake Protection grant for shoreline habitat improvement.

**Steve, Portage Co.:** Gave update on Little Plover River Workgroup progress. Eric Hurley, RC&D Agricultural Instructor, is now employed by UWSP but his duties have not changed.

**NEW PROJECTS:**

New projects that were presented are the continuation of Groundwater Infiltrates Portage Co., Groundwater Infiltrates Waupaca Co., Groundwater Infiltrates Waushara Co. and a resolution to extend the Regional AIS Specialist.

Approved: Evans/Hernandez

**OTHER BUSINESS:**

None

**ADJOURN:** Evans/Hernandez. 10:30 am.

Respectfully submitted by Steve Bradley

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Wildlife Committee Minutes**  
**January 15, 2009**  
**Portage County Courthouse Annex Rm 5**  
**Stevens Point, WI 54481**

**Call to Order:** The meeting was called to order by Bruce Bushweiler at 9:30 a.m.

**Attendance:** Mandie Cyr, Rich Staffen, Bill Clendenning, Bruce Bushweiler

**Introductions:** Committee members introduced themselves and indicated who they are affiliated with.

**Approve Minutes:** The minutes of the November 20, 2008 meeting were approved on a Clendenning/Cyr motion. Motion carried.

**Project Status Review:**

**Sharon:**

Sharon provided a written "Activity Report" (enclosed) Sharon indicated she is working 10 to 15 hours per week. The 2009 Prairie Chicken Festival is scheduled for April 17-19. She has participated in a number of planning meetings for the festival. More than 3,400 PC holiday cards were sent out. Two grants (Neotropical Migratory Bird and SWG to support CWSGCA partnership coordinator) have been submitted.

Jodi H. provided a written report that Bruce read. Jodi's report indicated that a few bluebird houses have been sold and the Waupaca County Field day for 2009 has received funding.

Mandie reported that she will complete digitizing land cover maps for the Buena Vista area by this fall.

Rich Saffen, National Heritage Foundation provided a brief description of what their program is doing. Bruce indicated that he would introduce Rich to the full council for a report.

A Clendenning/Cyr motion to approve a measure for the Waupaca County Outdoor Education field day passed unanimously.

The committee reviewed the 2009 Golden Sands RC&D Plan of Work.

The meeting adjourned at 10:15 a.m.



**GOLDEN SANDS RESOURCES CONSERVATION & DEVELOPMENT COUNCIL, INC.**  
**Forestry Committee Minutes**  
**January 15, 2009**  
**Portage County Courthouse Annex**  
**Stevens Point, WI 54481**

**Call to order:** The meeting was called to order by Greg Lowe at 9:30 am

**Attendance:** Greg Lowe, Hugh O'Donnell, Bill Peterson, Al Barden, Merlin Becker, Don Peterson, Jodi Hermesen, Bill Ebert, Jon Field

**Introduction:** Committee members introduced themselves and indicated who they are affiliated with.

**Approve Minutes:** Motion to approve the last meeting minutes by (AB/DP). Motion carried.

**Project Status Reviews**

Jodi Hermesen reported on the following projects:

**Demo Forest:** Jodi reported that all the brochures are done (450 for each site). Three signs are yet to be picked up.

**Tree Shelters:** Jodi is getting information (prices, shipping costs, etc.) from tree shelter companies and will report at the next meeting.

**Placemats:** There are approximately 4,000 placemats left. Jodi will be conducting a survey of possible users as well as sponsors to see if we should consider continuing the project.

**New Project:** Two new projects were introduced and approved by the Forestry Committee and will be presented at the next RC&D meeting. The first is to establish a Terrestrial Species Coordinator. The second is to continue the tree shelter sale. Motion by AB/DP to approve both projects. Motion carried.

**Adjourn:** Motion by (MB/DP) to adjourn. Motion carried.

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**

**January 15, 2009**

**Portage Courthouse Annex, Stevens Point, Wisconsin**

**Attendees:** Al Barden (member-at-large); Steve Bradley (Portage); Barb Brewster (USDA Rural Development); Bob Brilowski (Portage); Bruce Bushweiler (Waupaca); Bill Clendenning (Wood); Roy Diver (NRCS-Wis. Rapids); Bill Ebert (Golden Sands); Reesa Evans (Adams); Jon Field (NRCS-Mauston); Jodi Hermesen (Golden Sands); Ed Hernandez (Waushara); Debra Hunt (Golden Sands); Terry James (Adams); Greg Lowe (Juneau); Chris Murphy (Adams); Donald Peterson (Waupaca); William Peterson (Portage); Joe Piechowski (Waushara); Paul Skawinski (Golden Sands); Rich Staffen (NHI). Marge Bunce of Senator Kohl's office joined the meeting late.

**Call to Order:** The meeting was called to order by Vice-Chair Barden at 10:35 a.m.

**Introductions:** At the request of Barden, everyone attending verbally identified himself or herself and named the organization and/or county being represented.

**Approval of Minutes:** Corrections needed for the November 2008 minutes: (1) Paul Skawinski reported 20 of 26 signs were up (not 24); (2) Joe Piechowski is from Waushara County (not Wood); and (3) the adjournment motion was made by Don Peterson. Motion made by Joe Piechowski, seconded by Don Peterson, to accept the minutes of the November 2008 meeting as corrected. Motion passed unanimously.

**Treasurer's Report:** Jodi Hermesen gave the treasurer's reports for activities since the last meeting and passed out copies. Motion made to accept the report as presented made by Bill Clendenning and seconded by Don Peterson. Motion carried unanimously.

**Old Business: State RC & D Issues**

Al announced that there will be a state meeting on 1/29/09. Bill Ebert has the agenda if someone is interested in attending. There is also a RC & D Leadership Forum in Washington D.C. in February, which includes a chance to meet federal legislators.

**NEW BUSINESS:**

**Committee Reports:**

Personnel/Finance Committee Report: No meeting today.

Forestry Committee Report: Greg Lowe reported on the forestry committee meeting. All the demonstration forest signs are finished and several have been put up already. There are at least 3 that won't be put up until spring. The brochures for the demonstration forests are printed except for Marathon County. The Forestry Committee is still looking for a demonstration forest site in Marquette County, hoping to have one by spring. The committee is also still looking at tree shelters from three possible companies and will probably choose at the next meeting if prices become available by then. There are 4000 placemats left for sale at 1 cent each. The committee plans to do a survey of businesses to see if there is still an interest in continuing to print the placemats. If there

is, there may be new ones printed, with a better marketing plan. The committee approved two new projects: (1) a regional invasive terrestrial plant coordinator; and (2) continuation of tree shelter sales.

Water Committee Report: Steve Bradley reported on the water committee meeting. Adams County is revising lake management plans and is still interested in a regional lake specialist. Chris Murphy expanded on details involving this regional proposal at the full council meeting. Steve then continued to report on the water committee meeting, noting that the Adams County Lake Conference, the only lake conference held in the Central Sands area, will be held on Saturday, May 9, 2009, at the Adams County Community Center in Adams. Amy Thorstensen had reported on her weevil project. She is currently verifying samples taken during the summer of 2008 and the results of various propagation methods. She also plans to look into the effect of invertebrate predation and nutrient levels. She will be doing a poster presentation on her initial weevil-rearing project at the March 2009 Wisconsin Lakes Convention. Paul Skawinski reported that he had completed the McDill Pond's aquatic plant management plan. McDill Pond was drawn down 12 feet for this winter to assist in Eurasian Watermilfoil control. The refill of the pond is scheduled to start on May 1, 2009. Chemical treatments for Curly-Leaf Pondweed and Eurasian Watermilfoil will then occur. Paul will be presenting at the Garden Visions meeting in Wausau at the end of January about aquatic invasive species. He and Amy reported that they were planning an aquatic invasive species photo contest for high schoolers as part of the educational component this coming year. Paul also said that there will be trapping of rusty crayfish on a lake in Wood County, using a modified trap. A new grant application for continuing the regional AIS coordinator will be applied for by 5/1/09. Ed Hernandez reported that Waushara County is still interested in participating in the regional AIS coordinator time and in a regional lake specialist time. His county will be applying for a lake grant for shoreland habitat by 5/1/09. Jodi indicated that the "groundwater infiltrates" programs are still planned for 2 or 3 counties. A conservation education day about the Little Plover River for 4<sup>th</sup> graders has been scheduled for 5/1/09. The water committee approved two new projects: (1) continuation of the "groundwater infiltrates" program for Portage, Waupaca and Waushara Counties; (2) a resolution approving the continuation of the regional AIS coordinator for the full council to consider. The regional lake specialist issue should be put on the March 2009 water committee agenda.

Wildlife Committee Report: Bruce Bushweiler passed out some copies of Sharon Schwab's written report on her work in the past few months. Sharon is still looking for funding for next year's Prairie Chicken Festival. Postcards about the 2009 Prairie Chicken Festival were passed out. 3400 of these postcards were sent out during the holidays. Jodi has more if anyone wants to distribute them. Conservation Field Days for 5<sup>th</sup> graders in Waupaca County has been funded for the next 3 years. Rich Steffen of NHI reported to the council that Christina Isenring gave birth to a boy in December 2008. Janeen Laatsch will be leaving to move to Minnesota, so her position will be opening soon. NHI administers the state wildlife grant program. It has about \$900,000 to award for grants in 2009, but over \$4,000,000 pre-proposal requests came in. Final proposals will be solicited, with money made available to grantees about 7/1/09. Trumpeter swans and ospreys are scheduled to be delisted by the state, if approved by the state legislature. The U.S. Fish and Wildlife Service has proposed delisting the gray wolf in the Upper Great Lakes.

Other Committees: Bill Ebert passed out a draft 2009 Plan of Work for Golden Sands and reviewed and updated the council on projects that aren't current covered by a particular committee. These include: (1) Project 520: Urban Neighborhood Garden Network; (2) Project 535: Central Wisconsin

Farm Fresh Atlas Vol 2; (3) Project 557: Grazing Specialist IV; (4) Project 545: Feasibility of Dairy Pasture Irrigation in Wisconsin's Central Sands; (5) Project 548: Nutrient Management Educator; (6) Project 547: Lights, Energy Savings, Action! (7) Project 550: Glacial Lake Nature Odyssey Project; (8) Project 493: 2006 Plan of Work Implementation; (9) Project 519: Wautoma Community Nature Program Assistance; (10) Project 522: 2007 Plan of Work Implementation; (11) 2008 Plan of Work Implementation; (12) Project 549: Grant Writer.

**New Projects for Approval:** The new projects presented by the committees were approved after motion by Bill Clendenning, seconded by Don Peterson, and passed unanimously. Motion made to approve the resolution to apply for a continue Regional AIS Coordinator grant by Joe Piechowski, seconded by Bob Brilowski. Motion passed unanimously.

**Staff Updates:** None not already covered.

**Project Updates:** None not already covered.

**Agency Updates:** Roy Diver of the NRCS reported that the EQIP signup has been extended to the end of February 2009. WHIP and WRP applications have also been made.

**Other Reports:** A request from the Town & Country RC & D was passed out for review. It forwarded a request from the League of Conservation Voters to set the top four priorities as the League had. These included: (1) global climate change (including energy conservation & renewable energy); (2) restoring the independence of the WDNR secretary by having the Natural Resources Board appoint the secretary, instead of the governor; (3) protecting water quality by stronger rules involving manure and industrial waste; (4) protecting groundwater by investigating any new high capacity wells near lakes, rivers & wetlands.

Marge Bunce from Senator Kohl's office indicated that Senator Kohl is the chair of the Senate agricultural committee, which will be considering funding soon. It may be part of an Omnibus bill. She asked for input for her report to the Senator about RC & D funding. Several people provided information for her about the importance of Golden Sands RC & D to their county conservation efforts and multi-county partnerships.

**Next Meeting:** The next meeting was set for March 19, 2009, which is in the middle of the annual Wisconsin Lakes Conference. After discussion, the council members agreed to hold the next meeting on Friday, March 13 (Bob Brilowski's birthday), instead to avoid the schedule conflict.

**Adjournment:** Motion made by Bob Brilowski, seconded by Don Peterson, to adjourn. Motion passed unanimously. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

# Health & Human Services Board

Meeting Minutes of March 13, 2009

**Call to Order** – The meeting was called to order at 9:00 am by Chairperson Pat Townsend.

**Roll Call** – Board members present: Diane England, Cindy Loken, Pat Townsend, Joann Sumpter, Jack Allen, Karl Klingforth, Maureen Bruce, Teresa Harvey-Beversdorf, and Dr. Hatton.

Staff present: Chuck Price, Diane Osborn, Linda McFarlin, Wendy Pierce, Mandy Stanley, Ron Johnson and Carol Johnson.

**Approval of Agenda and Compliance with Open Meetings Law** – The meeting was properly noticed. Motion to approve the agenda by Cindy Loken, 2<sup>nd</sup> by Joann Sumpter. Motion carried by UVV (unanimous voice vote).

**Approval of Minutes from February 13, 2009, HHSB meeting** – Motion to approve minutes by Karl Klingforth, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV.

**Public Participation** - none

**Correspondence** – none

**Veterans Service** – Motion to approve VSO vouchers, financial report, the Veterans Service Officer's report and calendar by Jack Allen, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV.

## **HHSB**

Financial Report – motion to approve HHS vouchers and Financial Report by Karl Klingforth, 2<sup>nd</sup> by Maureen Bruce. Motion carried by UVV.

Thrift Store financial report – report was provided

Conference & Workshop Requests – the committee was informed of upcoming conferences and/or workshops that had been approved in the 2009 budget.

## **Reports**

Staff – written reports were provided

**Recruitment** – Motion by Dr. Hatton, 2<sup>nd</sup> by Maureen Bruce to fill the vacant position of Intake Worker. Motion carried by UVV.

**Job Description Change** – Motion by Karl Klingforth, 2<sup>nd</sup> by Jack Allen to approve the changes made to the Clerk Typist Fiscal & Support Services job description. Motion carried by UVV.

**Director's Report** – Chuck Price gave the Board an update of what he has been working on in various areas of Health and Human Services. He also shared information on items in the Governor's 2009-2011 Budget and explained how some items will affect programs at the county level.

**Confirm Next Meeting Date** – Thursday, April 9<sup>th</sup> at 1 pm

**Adjournment** – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 11:00 am.

Minutes submitted by Cindy Loken

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE

# Health & Human Services Board

Meeting Minutes of April 9, 2009

**Call to Order** – The meeting was called to order at 1:00 pm by Chairperson Pat Townsend.

**Roll Call** – Board members present: Diane England, Cindy Loken, Pat Townsend, Joanne Sumpter, Jack Allen, Karl Klingforth, Teresa Harvey-Beversdorf, and Dr. Hatton. Maureen Bruce was excused.

Staff present: Chuck Price, Diane Osborn, Linda McFarlin, Wendy Pierce, Mandy Stanley and Crystal Hiller. Ron Johnson and Carol Johnson were excused.

**Approval of Agenda and Compliance with Open Meetings Law** – The meeting was properly noticed. Motion to approve the agenda by Karl Klingforth, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV (unanimous voice vote).

**Approval of Minutes from March 13, 2009, HHSB meeting** – Motion to approve minutes by Jack Allen, 2<sup>nd</sup> by Joanne Sumpter. Motion carried by UVV.

**Public Participation** - none

**Correspondence** – none

**Veterans Service** – Motion to approve VSO vouchers, financial report, the Veterans Service Officer's report and calendar by Joanne Sumpter, 2<sup>nd</sup> by Dr. Hatton. Motion carried by UVV.

Motion by Joanne Sumpter, 2<sup>nd</sup> by Dr. Hatton to accept the retirement notice of Ron Johnson. Motion carried by UVV.

At this time a motion was made by Karl Klingforth, with a 2<sup>nd</sup> by Jack Allen to go to Item 7 (discussion addressing the restructuring of Veteran Services Office) on the agenda. Motion carried by UVV. Following discussion a motion was made by Jack Allen, 2<sup>nd</sup> by Joanne Sumpter to have this item on the agenda next month. Motion carried by UVV.

## **HHSB**

**Financial Report** – motion to approve HHS vouchers and Financial Report by Teresa Harvey-Beversdorf, 2<sup>nd</sup> by Karl Klingforth. Motion carried by UVV.

Thrift Store financial report – report was provided

**Conference & Workshop Requests** – the committee was informed of upcoming conferences and/or workshops that had been approved in the 2009 budget.

## **Reports**

Staff – written reports were provided. Motion by Dr. Hatton, 2<sup>nd</sup> by Joanne Sumpter to accept the reports as provided. Motion carried by UVV.

**Recruitment** – Motion by Dr. Hatton, 2<sup>nd</sup> by Karl Klingforth to fill the vacant position of Social Worker. Motion carried by UVV.

Motion by Joanne Sumpter, 2<sup>nd</sup> by Jack Allen to approve filling the Public Health Tech position (12 hours per week). Motion carried by UVV.

Health & Human Services Board Meeting Minutes

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***Environmental Report*** – Joe Lally was present to explain his duties & responsibilities to the Board.

***Resolution – Foster Family Month*** – Motion by Karl Klingforth, 2<sup>nd</sup> by Dr. Hatton to approve the resolution and have it sent to the County Board. Motion carried by UVV.

***Transportation*** – Motion by Joanne Sumpter, 2<sup>nd</sup> by Jack Allen to approve getting two used squad cars from the Sheriff's Department and dispose of two current vehicles by donation to WINR. Motion carried by UVV.

***Director's Report*** – Chuck Price gave the Board an update of what he has been working on in various areas of Health and Human Services. He also has several items listed that need attention, with one of those being a Mission Statement.

***Confirm Next Meeting Date*** – Friday, May 8<sup>th</sup> at 1 pm.

***Items for next agenda*** – Public Health – school nursing contract 2009-2010 and amendment for 2009 summer school programming.

***Adjournment*** – Chairperson Townsend asked if there was any further business to consider. Hearing none, she declared the meeting adjourned at 3:10 pm.

Minutes submitted by Cindy Loken

THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE

**ADAMS COUNTY HUMANE SOCIETY BOARD OF DIRECTORS**  
**Minutes of the Board Meeting**  
**March 12, 2009**

Adams-Columbia Electric Cooperative – 4:15 pm

President Brenda Schwertsig called the regular meeting of the ACHS Board of Directors to order at 4:24 pm. The meeting was held at ACEC.

Those in attendance: Brenda Schwertsig, Chris Kulke, Linda Mohns, Lynn Moen and Larry Myers.

Guests: Christina Ackerman, Mary Anne Keul and Cindy Locken.

**Approval of Minutes:** After Linda noted several corrections to be made to the 2/6/09 minutes, the minutes were approved by motion from Kulke, seconded by Mohns.

**Judiciary Committee Liaison:** Cindy Loken was welcomed to the meeting. Her attendance is appreciated.

**Treasurer's Report:** Linda presented the February report and noted that the \$714 amount shown under building maintenance included the new counter top installed in the break room as well as new rollers for the maintenance buckets. The donations listed under the ACHS Account included the January and February payments from the County of \$3333.33 each. On Wednesday, March 18, there will be an audit performed with regard to Workers Compensation. An insurance auditor will call Christina to make arrangements. We received a \$100 check from Lake Arrowhead Association Winterfest, called SnoBlast.

**Manager's Report:** The February Manager's Report was reviewed. Christina was pleased to report that to date, all of the animals were in remarkably good health. Also, nine cats that have been at the shelter the longest and were put into the new cat playroom, have been adopted, which is a great success story. Christina is gathering information on the best way to seal the floors in the cat room addition and will report her findings at the next meeting. A want add for a shelter helper has been placed in the AF paper and applications are coming in. The deadline will be extended through Sunday, March 15. Larry offered to contact several persons who may be looking for work, due to recent closing or downsizing of local businesses and will direct any interested parties to call Christina. Attention was called to the annual Kids Day to be held at the High School on April 4<sup>th</sup> from 10 am to 2 pm. At Kids Day, toddlers through 5<sup>th</sup> grade and their families enjoy hands-on activities and live entertainment. Volunteers will be needed and Christina is checking into whether she will be able to bring kittens to the event. The new phone system is generally working all right except that when an incoming call comes in



when the line is busy, the call just rings and rings and it does not get bounced into the message system. Brenda will look into the problem. Christina is collecting information on euthanasia drugs along with the number of euthanasias done during 2008 and the drug amounts used. Dr. Hines will provide Christina with the names of various drug companies to determine what company does or does not require a veterinarian to back our orders and the cost of the drugs from each company

### **Old Business:**

#### Change in Employee Handbook: Tabled

By-Laws Vote: Changes in the By-Laws of the Adams County Humane Society were reviewed and on a motion by Kulke, seconded by Moen, were duly approved.

Judiciary Committee Meeting: A discussion was held concerning the necessity to attend every meeting of this committee. A concern was noted that if not present at the meeting, an issue might be discussed that could put the shelter's position in jeopardy if a board member was not there to address the issue. Cindy Loken stated that if that were ever to happen that the discussion would be tabled until the next meeting.

FurBall: It was noted that no member of the County Board attended this event.

### **NEW BUSINESS**

New Board Member Vote: Mary Anne Keul submitted a letter which stated that she would like to be considered as a board member. The board then went into closed session, and Brenda asked for vote of yes or no. All members voted yes.

Shelter Improvements: Part of the outside of the building needs to be painted and that will be undertaken in warmer weather, as well as the need to install a concrete stoop around the doorway of the new intake room. The surgery room is to be painted. Outdoor work is planned for Saturday, April 18 which will include relocating a brush pile which is near the south parking area, brush cutting the mound area, cleaning and raking around the building and parking lot and removing the logs which remained after cutting dead trees down late last fall.

Humane Officer Job Description: The job description for the Humane Office to be hired by the Sheriff's office was reviewed. The use of the word "euthanize" diseased or dangerous wild and domesticated animals was clarified to mean "use of a firearm".

Newspaper Article About Sensible No Kill Policy: To help the public understand the Humane Society's stand on a Sensible No Kill Policy, it was determined that a statement should be prepared for distribution to the paper and other suitable sites. All members are to work on the draft statement that was prepared by Mary Anne and bring any suggested changes to the next meeting of the Fresh Ideas Committee on March 26.

New Developments Relating to Fresh Ideas Committee: Lynn has checked into the possibility of getting financial support for our upcoming 3<sup>rd</sup> Annual Garage sale in August from the Thrivent Financial Chapter. If our request is approved, they will match the total received from the sale. The grant request will be prepared and submitted as soon as the participating Thrivent members can be identified.

**Adjourn: Motion made to adjourn at 6:22 pm. Motion carried.**

Next BOD Meeting: April 9 at 4:15 pm at ACEC.

Next "Fresh Ideas Meeting: March 26, 2009 at 4:15 pm at ACEC.

Approved by:

<u>Lynn Moen</u>	<u>4/10/09</u>
Lynn Moen, Secretary	Date

# FEBRUARY MANAGERS REPORT 2009

Outgoing: 68

Adopted: 23

(4 Owner Surrender dog, 3 surrendered cats, 2 stray dogs, 6 stray cats, 5 ACO dogs, 3 ACO cats)

Redeemed: 9

(6 stray dog, 3 ACO dogs)

Went to Rescue: 32

(2 Owner Surrender Cats, 10 Stray cat, 15 ACO Cats, 2 ACO dogs, 3 Owner Surrender Dogs)

Passed Away: 0 ☺

Euthanized: 4

(1 Stray dog aggressive & bit employee, 2 Stray cats 1 due to medical condition and 1 feral, 1 Owner Surrender cat due to positive Leukemia)

Incoming: 42

ACO- 13 (9 dogs, 4 cats)

Strays- 19 (14 dogs, 5 cats)

Surrenders- 10 (7 dogs, 3 cats)

Animals in this year as of 2-28-09 = 86

ACO- 26 (20 dogs, 6 cats)

Strays- 33 (21 dogs, 12 cats)

Surrenders- 27 (13 dogs, 12 cats, 2 birds)

Total: Dogs- 54 Cats- 30 Birds- 2

Money totals

Income: \$11,457.80

Outgoing: \$7,358.38

**2007 incoming totals**

Dogs: 274

Cats: 278

Total: 552

**2008 incoming totals**

Dogs- 309

Cats- 464

Dwarf Hamsters- 15

Total: 788

Townships animals came from

Adams City Limits:	6
Town of Adams:	4
Big Flats:	0
Colburn:	0
Dell Prairie:	3
Easton:	6
Friendship Limits:	2
Jackson:	0
Leola:	0
Lincoln:	0
Monroe Center:	0
New Chester:	4
New Haven:	0
Preston:	4
Quincy:	3
Richfield:	0
Shelter Yard:	0
Strongs Prairie	2
Springville:	3
Rome:	1
Wood Cty	3
Juneau Cty	1

Total: 42

**Adams County Library  
Board Minutes  
3/23/09**

The meeting was called to order by President Nelson at 1:03 p.m. Present were Albrecht, Townsend, Nelson, Heideman and Director Calef. Kreten and Renner were excused. Challoner arrived at 1:08.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda, after deletion of #8 part H on the Director's Report, was made by Heideman, 2<sup>nd</sup> by Townsend and carried unanimously.

Public input was invited. No members of the public were in attendance.

**Motion** to approve the minutes of the February meeting was made by Townsend, 2<sup>nd</sup> by Heideman and carried unanimously.

The monthly bill statement was reviewed.

**Motion** to approve the Financial Report after discussion of outstanding bills was made by Townsend, 2<sup>nd</sup> by Heideman and carried unanimously.

**Communications & Reports:**

None

**South Central Library System report:**

Townsend reported the system is working on renewing contracts and continuing the search for more space. (See also Director's Report)

**Director's Report:**

- A. Circulation for February was 8944 compared to 7648 last year!
- B. PLAC (Public Library Advisory Committee) met March 5<sup>th</sup>. The search for a new headquarters building for SCLS has been narrowed to two possibilities. One is in the current business park and one is in south Madison off the Beltline at Todd Dr. Automation staff and Administration will be in the same building. A decision will likely be made in April. Negotiations continue on the new LINK computer system contract. SCLS annual meeting is April 17<sup>th</sup> in the Dells. Focus is on customer service. LINK did not meet in March, will be meeting April 9<sup>th</sup>.
- C. We will be receiving \$5000 from the Mead Witter Foundation. Money will be used to strengthen the non-fiction book collection. We will not be receiving Gates Foundation money for new computers, as our old computers in the lab were replaced last year with old staff computers and consequently are not as old as Gates Foundation specifications require. Our grant proposal to the

National Counties Association was not successful -- 9 grants with 500+ applications.

- D. National Library Week is April 13-18<sup>th</sup>. Magician Louis LePore will be performing April 15<sup>th</sup> at 4:00 p.m.
- E. We are currently hosting an exhibit on global warming sponsored by UW & Wisconsin Humanities Association. And the Library will have a display, game and handouts at Kids' Day April 4<sup>th</sup>.
- F. The scrapbook materials have returned from the Historical Society
- G. No progress on the Friends of the Library poster.

**Review Internet & Material Policies:**

The Material Policy was unchanged. Changes to the Internet Policy on page 3 under Guide for Computer Use were: (a) adding data recorders, PDAs, IPODs, and flash drives to the technical list; (b) increasing the copier use charge due the county tax; and (c) adding the statement that anyone with a library fine of more than \$10 will be denied computer use.

**Identify possible upcoming items for future meetings:**

- A. View the plaque for John Downing
- B. Review the Adams County Library Policies
- C. Review the Personnel Policy and compare it to the County's Personnel Policy.

Adjourned at 1:20 p.m.

The next meeting will be held **Monday, April 27<sup>th</sup> at 1:00 p.m.** at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

# MARCH 2009 DIRECTOR'S REPORT

ITEM	CHECKING	SAVINGS	DONATION	CURR MO
<b>BALANCE FORWARD FEBRUARY</b>	921.10	18961.84	721.08	
<b>FEBRUARY INCOME (dep in March)</b>				
CHECKING ACCOUNT DEPOSIT	200.00			
Transferred from savings				
SAVINGS ACCOUNT DEPOSIT		1099.10		
Interest	0.11	24.60	0.09	
DONATION ACCOUNT DEPOSIT			7.76	
<b>TOTAL</b>	<b>1121.21</b>	<b>20085.54</b>	<b>728.93</b>	
<b>MARCH EXPENDITURES</b>				
A-F Co Market (Dr Seuss cake/supp) (3/2)	-66.03			
CapitalOne Bank (reimburse request) (3/2)	-32.48			
Taste of Home Bks (cookbook) (3/10)	-29.98			
Cambridge Comm Lib (lost bk) (3/11)	-10.00			
Moundview Hospital (Kids day booth) (3/13)	-15.00			
US Postal Service (ILL returns) (3/20)	-22.63			
MidAmerica Books (bks) (3/10)		-217.64		
<b>TOTAL (MARCH BALANCE FORWARD)</b>	<b>945.09</b>	<b>19867.90</b>	<b>728.93</b>	
<b>MARCH CASH INCOME</b>				
FINES				386.77
BK SALE				115.92
LIBRARY CARDS				50.50
PASSTHRUS (Non-Income)				-40.00
FEES (& postage)				135.20
LOST/DAMAGED				89.00
DONATIONS & GRANTS				122.85
COPIES				449.75
<b>TOTAL MARCH CASH INCOME</b>				<b>1309.99</b>
<b>ACTIVITIES &amp; CIRCULATION</b>				
Reference Questions	792			
Interlibrary Loan Requests	1178			
Interlibrary Loan Checkouts	2588			
Total Circulation	9930			
Interlibrary Photocopies	116			
Interlibrary Loans Out of System	101			
Microfilm Used in House	43			
Typewriter Users	3			
Stereo Users	4			
Library Material Copies (b&w - color)	1605			
New Borrowers	74			
Total Volunteer Hours	69			
Computer Users	1818			

MARCH 2009 CASH INCOME REPORT

DATE	FINES	BK SALE	LIB CARDS	PASSTHRUS (NON-INCOME)	FEES (fax, postage etc)	LOST/DMG	DONATIONS (or GRANT)	COPIES	TOTAL
1	0.00							0.00	0.00
2	32.30				15.00	3.00	2.00	19.75	72.05
3	45.45	2.00	2.00			20.00		14.25	83.70
4	1.20	3.00	4.50		3.00		0.15	10.50	22.35
5	20.60				2.50		0.05	14.75	37.90
6	16.00	23.30	2.00		2.00	19.00		6.50	68.80
7	0.75		2.00					11.75	14.50
8	0.00							0.00	0.00
9	7.35		4.00		5.20		0.50	17.25	34.30
10	7.10						0.10	22.10	29.30
11	4.90		4.00		3.00		0.90	11.50	24.30
12	36.50	0.50	2.00		2.00		0.25	17.00	58.25
13	41.10	2.50			2.00			14.75	60.35
14	8.10				2.00		3.60	9.75	23.45
15	0.00							0.00	0.00
16	3.25			-40.00	2.00		1.01	44.25	10.51
17	10.50		4.00			2.00		22.50	39.00
18	16.10	4.25	2.00		9.25		0.05	32.75	64.40
19	11.10	2.50	2.00		4.25			28.80	48.65
20	8.00				5.00			14.25	27.25
21	19.30		2.00				0.25	5.55	27.10
22	0.00							0.00	0.00
23	6.20	1.00	6.00				113.73	14.05	140.98
24	16.05	3.50	2.00		54.00			8.25	83.80
25	6.70		2.00		9.25		0.01	13.00	30.96
26	13.50	1.50			0.25			12.00	27.25
27	9.60	0.50	6.00		3.50			27.25	46.85
28	8.65	4.50				45.00		3.25	61.40
29	0.00							0.00	0.00
30	18.50	2.00	4.00				0.25	31.00	55.75
31	17.97	64.87			11.00			23.00	116.84
<b>TOTAL</b>	386.77	115.92	50.50	-40.00	135.20	89.00	122.85	449.75	1309.99

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[illegible]



ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MEETING: April 1, 2009 at 9:00 A.M.  
ROOM A260 – COURTHOUSE  
FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene; Mike Keckeisen and Joe Stuchlak. Richard Colby was excused. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Ronald L. & Debra M. Kowalewsky – Rezoning request of a five (5) acre parcel from an R-2 Rural Residential District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to build a home on property located in the NE ¼, NW ¼, Section 1, Township 15 North, Range 6 East, Lot 1 of CSM 2022 on Fawn Avenue, Town of Springville, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend denial of the zoning change, on the above described property and forward that recommendation to the County Board for final action, stating there is room to place the residence on the property without reducing the setback to the side lot lines by rezoning. Joe Stuchlak seconded the motion. Roll Call Vote: 4-Yes. 2-No. 1-Absent. (Colby) Motion to deny carried. William R. Hill – Rezoning request of a forty (40) acre parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the parcel on property located in the NW ¼, SW ¼, Section 34, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Terry James made a motion to recommend enactment of the zoning change on the above described property, and forward that recommendation to the County Board for final action. Joanne Sumpter seconded the motion. Roll call vote: 6-Yes. 1-Absent. (Colby) Motion carried. Dale L. & Sheilia L. Toltzmann – Rezoning request of a portion of a parcel (5 acres) from an A1-15 Exclusive Agriculture District to an R-3 Mobile Home Residential District of the Adams County Comprehensive Zoning Ordinance to allow a single wide manufactured home on property located in the E ½, SE ¼, SE ¼, Section 22, Township 17 North, Range 5 East, on County Road F, Town of Adams, Adams County, Wisconsin. Joe Stuchlak made a motion to recommend enactment of the zoning change on the above described property, and forward that recommendation to the County Board for final approval. Sylvia Breene seconded the motion. Roll call vote: 6-Yes. 1-Absent. (Colby) Motion carried.

Proposed Revisions to the Adams County Private Onsite Wastewater Treatment Systems Ordinance. Phil McLaughlin informed the Committee that the revisions to the Ordinance are long overdue. The Department of Commerce made revisions to the plumbing codes a couple years ago and the County revisions are to incorporate those code changes in our Ordinance for enforcement purposes. Joanne Sumpter made note that a correction should be made in the definition section under Section 2-2.23.

Jeff Krueger, County Sanitary Inspector joined the meeting at 10:05 A.M. Phil McLaughlin stated that the Ordinance has been reviewed by Roman Kaminski, Program Manager with the Department of Commerce and Jack Albert, County Corporation Counsel. He then directed questions pertaining to the Ordinance revisions to Mr. Krueger for clarification. Discussion was held.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
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In regards to the mandatory management and maintenance program, Mr. McLaughlin informed the Committee that he may be able to enlist the help of eligible youth whose wages are paid by the Workforce Investment Act Fund to help defray the cost of a State mandated waste treatment system inventory for the entire County. Discussion followed.

Joanne Sumpter made a motion to recommend enactment of the Adams County Private Onsite Wastewater Treatment Systems Ordinance and forward that recommendation to the County Board for final action. All in favor. Motion carried.

Business Portion:

Joanne Sumpter made a motion to approve the agenda. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the March 4, 2009 Planning & Development meeting to the Committee for review and approval. Joe Stuchlak made a motion to approve the minutes as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of March to the Committee for review and approval. Mike Keckeisen made a motion to approve the Surveyor's report as presented. Terry James seconded the motion. All in favor. Motion carried.

Department updates: Mr. McLaughlin informed the Committee that Inspector Mike Edwards gave notice that he will be retiring in June of 2009. Discussion followed as to the options open to the department. Under the direction of the Committee, Mr. McLaughlin was instructed to immediately start the hiring process to replace Mr. Edwards.

Phil McLaughlin presented the Financial Report for February and the Comp Time Report to the Committee for review. Terry James made a motion to approve the Financial Report and Comp Time Report as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Correspondence: Mr. McLaughlin informed the Committee that he has received correspondence that a Plat for the Town of Rome Spring Branch Cemetery Addition will be presented at the May 2009 Planning & Development Committee meeting.

Public Participation: Chris Murphy, Land & Water Conservation Department requested that the Committee adopt a policy addressing beaches under the Shoreland Protection Ordinance. The Committee's consensus was that as a general rule, beaches would need to be in the view corridor. The Committee instructed Mr. Murphy to include discussion and possible action on a Policy Statement for beaches to the agenda for the April 13, 2009 Planning & Development Committee meeting.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
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Terry James made a motion to adjourn until the next regularly scheduled meeting on May 6, 2009.  
Mike Keckeisen seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:19 A.M.

\_\_\_\_\_  
Glenn Licitar, Chair

\_\_\_\_\_  
Joanne Sumpter, Vice-Chair

\_\_\_\_\_  
Terry James, Secretary

\_\_\_\_\_  
Joe Stuchlak

\_\_\_\_\_  
Sylvia Breene

\_\_\_\_\_  
Mike Keckeisen

\_\_\_\_\_  
Richard Colby

\_\_\_\_\_  
  
Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - March 11, 2009**

DATE: March 11, 2009  
Adams County Courthouse

TIME: 9:00 a.m.  
400 Main Street

PLACE: A260  
Friendship, WI 53934

MEMBERS PRESENT: Al Sebastiani, Cynthia Loken, Jerry Kotlowksi, Karl Klingforth

EXCUSED ABSENT: Terry James, Florence Johnson

OTHERS PRESENT: Sheriff Renner, Chief Deputy July, Terry Scheel, Deb Barnes, Dee Helmrick, Terry Warner, Jane Grabarski, Shirli Suchomel

1. Call to Order – At 9:00 a.m. Chair Sebastiani called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Sebastiani, Loken, Kotlowksi present. Klingforth sat in for James; James and Johnson were excused absent.
4. Approve the Agenda – **MOTION** by Kotlowksi/Klingforth to approve the March 11, 2009, meeting agenda. MC/Unan.
5. **MOTION** by Loken/Kotlowksi to approve the minutes from February 11, 2009, Public Safety & Judiciary Committee meeting. MC/Unan.

**Coroner's Report** - Coroner Terry Scheel stated there were 11 deaths in February. The Kalahari matter was rectified with the deputy coroner involved. Scheel conducted a full investigation and found it was a miscommunication. The hospital no longer offers ambulance service; all townships are contracting with ambulances services. Dispatch will make changes on procedure for calls and written agreements are needed. Scheel gave his vouchers to Committee. **MOTION** by Klingforth/Loken to approve the Coroner's Report. MC/Unan.

**Family Court Commissioner** – Not present.

**Child Support** – The check register report and Performance Measures were in Committee's mailboxes. The Federal Stimulus package reinstated federal matching funds for Performance money to supplement and not supplant existing funds. The Feds will be checking to make sure that use of the restored funding has allowed positions to be retained or added. Deb Barnes reported that the Central Call Center is back on the table and she will actively campaign to establish it in Adams County. There will be discussion of this issue at the April Director's Dialog. She informed the committee that the company that they use for locating absent parents will begin charging a minimum of \$50.00 per month starting April 1<sup>st</sup>. In the past there was a fee only if information on the person was provided. She gets reimbursement funds of 66% plus with the match on Performance money. The document scanning and indexing system was in the Manager of Information Systems budget. The cost is under \$5,000.00 and 66% of it is reimbursable, making the final bill \$2,939.00 for the scanner, installation, and training. **MOTION** by Kotlowksi/Loken to approve the purchase of the document scanning system. MC/Unan.

**Clerk of Circuit Court** – Not present.

**Register in Probate** – Terry Warner had her 2008 final budget figures. The legal fees were in the negative but were offset by recoupment and collections which were higher than budgeted. Warner has a conference in April at the Kalahari all expenses paid except for a \$35.00 fee. She found SKC, a new vendor for courtroom Videoconferencing that would remove the old system and install the new for \$90,000 to \$95,000. She doesn't have information yet on the maintenance costs. The judge was asking that this project move forward. Sheriff Renner added that this system could help cut costs when cancellations happen and the trip team is already en route or on site to pick up subjects for court.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - March 11, 2009**

**District Attorney** – Not present.

**Clerk of Court** - Dee Helmrick stated the Community Service annual report was in Committee's packet showing increase in both the use of Community Service and in productivity. Three of her staff went to a seminar in Madison on dealing with the public, proving very helpful in light of increased self-representation. It addressed ethics, where to direct people, what is right and wrong, and legal versus procedural advice. On March 26 two of her staff are going to a one-day training on Jury Information to the State for required statistics reporting. Overall things are good in her department. She stated the District Attorney is preparing for a jury trial and is not present. No reports were available because of this but they have no conference, travel, or vouchers.

**Emergency Management** – Jane Grabarski had the Communication System Report in Committee's packet. She stated a three-site tower system will be up and active this month. When weather allows for groundbreaking, another three of seven sites will have communication shelters at US Cellular sites. The tower at Jackson Township has no contract yet and Grabarski will keep contact with US Cellular on this. The County-wide Level B Hazmat Team: Juneau County's Corporation Counsel got the proposed agreement to Grabarski who gave it to Corp Counsel Albert. They want more money and more Adams County people in addition to the \$10,000.00 computer and equipment grant. Community Development Block Grant had four applicants for the \$198,000.00 flood recovery grant. Two bids are out to contractors and one project needs inspection is scheduled to proceed. Grabarski invited various agencies to attend Pre-disaster Mitigation and she obtained their input for a written draft to update the plan by October for submission to FEMA. The second half of the 2008 EPCRA money was received and it closed out 2008; the amount was \$2,899.00. In 2009 an EPCRA grant for \$10,000.00 is coming for computer and Hazmat equipment that Grabarski submitted within the deadline in hopes that a team and contract is in place, which is required, and if it is not the money will be given back. When the actual emergency of an overturned tanker happened, mutual aid was called for and received from Marquette County. There were no problems with the bills; the spiller paid without question. Grabarski checked with Columbia County, Wood County, Portage County, Waupaca County, and Waushara County, all of whom declined a contract to cover Adams County Hazmat. The Adams County Local Emergency Planning Committee (LEPC) submitted the names Marcia Kaye of the Times-Reporter, Scott Switzer of Moundview Memorial Hospital and Clinics, and Pam Oxman of the American Red Cross to appoint to the vacant positions. **MOTION** by Loken/Klingforth to approve the above-suggested committee members for LEPC and present their names to County Board. MC/Unan.

Grabarski reported a Hazmat rail class coming at no cost through Wisconsin Emergency Management March 28, a Saturday, at the Friendship Village Hall. It is an 8-hour presentation on Hazmat related to railroads, maximum of 40 participants and there is a statewide invitation to attend. Chief July mentioned having no breathing apparatus any longer in the Sheriff's Department, inquiring if Grabarski knew of available funding to cover the purchase in the amount of nearly \$8,000.00. The original funding was from Homeland Security, and the devices that were obtained are past the expiration date. She did not know of funding for this. Storm Spotter training will be held March 31. Kids day will be April 4 and Grabarski will have a table set up there. A grant was denied in conjunction with the library for special needs data base. The mandatory Governor's Conference on Emergency Management is coming and the \$445.00 conference fee is budgeted for 2009. The monthly check summary was in Committee's packet. FEMA assistance money in Adams County was \$189,000.00 to 28 applicants, and three small business administration loans were granted for \$57,000.00 from last summer's floods and small tornado.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - March 11, 2009**

**Sheriff's Department** – Sheriff Renner said he feels good about the direction this department is going, and he stated good things are happening. The new Road Officer's field training is ongoing, and Lt. Tully is now on duty from 5:30 p.m. to 2:00 a.m. providing command coverage. The Links system (Panic Buttons) went into effect after County Board. Five to six false alarms were received from the courthouse and he will look into the reasons why. Policy is now in effect for answering these calls. Lt. Fahrenkrug responded to one false alarm in 21 seconds with the Department Captain just seconds after him. Project Lifesaver donations are still coming in. Two deputies are on Family Medical leave. Ambulance service meetings will be held with the Sheriff assuring the public on how ambulances will be paged. All information should be on the dispatch screen and it is possible that contracted ambulance services will arrange for their own backup.

Committee appointed Cindy Loken to attend the Humane Society meetings on the second Thursday of the month at 4:15 p.m. in the ACEC building in a **MOTION** by Kotlowski/Klingforth. MC/Unan.

Chief Deputy proposed a transfer of one to two retired squad cars to Health and Human Services at the request of Director Chuck Price. They had no funding to purchase them. Chief and Sheriff had no objections except to the lost revenue from the sale of the squads; \$6,000.00 in revenue has to be met in 2009. Squad equipment and decals have to be removed and Sgt. Kroetz found two squads in decent shape to transfer. Old squads are currently purchased by Cheyka Motors who comes here to get them.

Committee asked about the truck scales that were discussed last year. Discussions with Highway's Ron Chamberlain have to take place on their use, training, staffing, and enforcement. Passes will be available for agriculture multi-trip use during certain hours, only on certain routes, issued by Chamberlain.

**MOTION** by Kotlowski/Loken to approve the transfer of two retired squad cars to the Department of Health & Human Services. MC/Unan. Chief Deputy is to meet with Director Price and inform him Committee approved his request pending Oversight Committee approval.

Wright Express gas credit card contract has been reviewed by Corp Counsel and this project is still moving forward.

The Safekeeper Contract with Monroe County has gone to Corp Counsel who approved it with minor language changes. It will now be submitted to Monroe County. The rate remains \$45.00 a day and no specific number of inmates was written in the contract; Chief Deputy expects to be able to house ten safely and the contract contains right of refusal if necessary. The Inmate Education contract was approved by Corp Counsel.

A radio upgrade grant is coming and Small Equipment funds can be used as the local match if it does not go over budget.

A squad car repair in question was researched by Chief July who found that the repair was finished before the insurance company decided to total the car. Future repairs will wait for insurance company approval.

The new squad cars are in. Eight cars are due for changeover on the 16<sup>th</sup> at Communications Service. Savings are expected in maintenance with a leased fleet which is in its second year. Now that the age of

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - March 11, 2009**

the fleet is no longer an issue, it will be feasible to reexamine leasing versus owning at the end of the lease's third year.

Chief July distributed a Humane Officer job description to Committee who read it. **MOTION** by Klingforth/Loken to move forward with the Humane Officer Job Description. MC/Unan.

There was no discussion on changes to County rules on positions and hiring with fiscal impact and Chief July removed it from the agenda. Sheriff and Chief had concerns on the impact of part-time and on-call language, and Committee advised them to give their input.

Chief July reported that Captain Beckman was not available today. He stated Electronic Monitoring is working well although one inmate was drinking and had the band removed. There are an average of five to seven inmates on this program at a time and costs are borne by the inmate. Revenues of \$8,000.00 were generated by February.

**MOTION** by Loken/Kotlowski to convene in closed session per Wis Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discuss personnel matters. ROLL CALL VOTE: Loken: Yes. Klingforth: Yes. Sebastiani: Yes. Kotlowski: Yes. Unanimous. The meeting closed at 10:55 a.m.

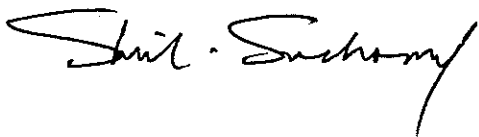
Committee then reconvened in open session per Wis. Stat 19.85(2) to consider and vote on appropriate matters in a **MOTION** by Klingforth/Kotlowski. ROLL CALL VOTE: Loken: Yes. Klingforth: Yes. Sebastiani: Yes. Kotlowski: Yes. Unanimous. Meeting reconvened at 11:22 a.m.

**MOTION** by Loken/Klingforth to approve the vouchers presented at this meeting. MC/Unan.

The next meeting date for Public Safety & Judiciary Committee will be Wednesday, April 8, 2009, at 9:00 a.m. in Conference Room A260.

**MOTION** to adjourn was made by Klingforth/Loken. MC/Unan. Meeting ended at 11:24 a.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary  
*These minutes are not yet approved by Public Safety & Judiciary Committee (03/17/09)*



# ADAMS COUNTY PUBLIC WORKS COMMITTEE

MONDAY, MARCH 16, 2009, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner, Everett  
Johnson, Dale Reichoff & Barbara Morgan

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Monday, March 16, 2009.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN.  
ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Renner to approve the Agenda as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 12, 2009 REGULAR MONTHLY MEETING):** *Motion by Keckeisen to approve the Minutes as printed of the Adams County Public Works Committee Meeting for FEBRUARY 12, 2009 REGULAR MONTHLY MEETING, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE**

**REVIEW & APPROVE CONSTRUCTION INSPECTION CONTRACT FOR CTH "G" BRIDGE OVER BIG ROCHE-A-CRI:** *Motion by Renner to approve the Construction Inspection Contract with Short Elliott Hendrickson (SEH) for the CTH "G" Bridge over Big Roche-A-Cri in the amount of \$18,500.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON OVERLAY PROJECTS: CTH "C" (STH 13 TO 7<sup>TH</sup>) & CTH "C" (7<sup>TH</sup> TO COUNTY LINE):** The following bids were received for the CTH "C" Overlay Projects:

Company	CTH C 13 to 7th	CTH C 7th to Cty Line	Bid Bond
Northeast Asphalt	\$393,435.00	\$594,862.50	yes
Gasser Construction	\$372,645.00	\$572,020.00	yes
Scott Construction	\$487,325.00	\$751,275.00	yes

*Motion by Renner to award the CTH "C" Overlay Project from 7<sup>th</sup> Avenue to the County Line to D.L. Gasser Construction in the amount of \$572,020.00 and to postpone the award of the CTH "C" Overlay Project from STH 13 to 7<sup>th</sup> Avenue until June pending budget*



**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
MARCH 16, 2009 ~ 9:00 A.M.**

*review at that time, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON ONLINE EQUIPMENT SALES:** *Motion by Keckeisen to sell Highway Equipment: #144 / #154 / #161 / #180 & #520 as listed on the Wisconsin Surplus.com, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**2010 BUDGET PRIORITIES:** Highway Commissioner Chamberlain presented a list for 2010 Budget Priorities. (LIST ATTACHED TO MINUTES) *Motion by Johnson to approve and utilize the list that was presented by Highway Commissioner Chamberlain for the development of the 2010 Highway Budget, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & APPROVE RESOLUTION FOR CTH "Z" (STH 21 TO 18<sup>TH</sup> LANE) STIMULUS GRANT:** NO ACTION TAKEN, as the Finance Committee approved a blanket Resolution to allow all County Departments to apply for Stimulus Grants and should your project be accepted then an individual Resolution would be required.

**REVIEW & APPROVE RESOLUTION FOR CTH "Z" (STH 21 TO CTH "F") STIMULUS GRANT:** NO ACTION TAKEN, as the Finance Committee approved a blanket Resolution to allow all County Departments to apply for Stimulus Grants and should your project be accepted then an individual Resolution would be required.

**REVIEW & CONSIDER REDUCING THE OXFORD PIT ASKING PRICE:** *Motion by Keckeisen to lower the asking price for the Oxford Pit to \$134,900.00, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SPRING WEIGHT LIMITS:** NO ACTION TAKEN. This agenda item was addressed at the Public Works Committee Meeting held on March 6, 2009 and no further discussion was required.

**REVIEW & ACT ON STATE D.O.T. NORTHCENTRAL REGION PAVEMENT MARKING TMA:** *Motion by Renner to approve the State D.O.T. NorthCentral Region Traffic Maintenance Agreement for 2009 in the amount of \$158,000.00, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY PARKS ATV APPLICATION FEE:** *Motion by Keckeisen to waive the ATV application fee for the Adams County Parks Department, but they will be responsible to pay the postage fees on the notification letters per the Ordinance, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ Road Postings are up as of 3/16/09.
- ✓ I have submitted CTH Z (21 to 18<sup>th</sup> Lane) and CTH Z (21 to F) for funding under the Economic Recovery Surface Transportation Program Rural.
- ✓ For those portions of CTH Z that are not funded under the above program I will be submitting under the Economic Recovery Highway Discretionary Program.
- ✓ I am pursuing funding for crew transport vehicles under the Economic Recovery Alternative Fuel Vehicles program.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
MARCH 16, 2009 ~ 9:00 A.M.**

- ✓ The Department is wrapping up the CTH J Brushing between 10<sup>th</sup> Ave. and 6<sup>th</sup> Ct. and we will be proceeding to Twin Creeks Nursery area on CTH N for a brushing project.
- ✓ The department is currently crack filling on many CTHs.

**FINANCIAL REPORTS:** *Motion by Morgan to approve the: December 2008 Final Financial Report / January 2009 Financial Report / February 2009 Financial Report as audited, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the March 6, 2009, Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Renner to approve the check summary report / vouchers as presented, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**ADJOURN AND NEXT MEETING DATE:** *Motion by Morgan, second by Babcock, to adjourn until the next scheduled meeting for the Highway Department on, Monday, April 6, 2009 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:45 A.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

## 2010 County Budget Priorities

- 1) Road emergencies – natural disasters, down trees, crashes, etc.
- 2) Winter road maintenance.
  - a) Plowing operations
  - b) Salt-Sand
  - c) Drift control
  - d) Drainage
  - e) Anti-Icing
  - f) Salt
- 3) Winter maintenance Equipment
  - a) Plow trucks
  - b) Plows/wings/under bodies/spreaders
  - c) Loaders
  - d) Anti-icing Equipment
  - e) Graders
- 4) Shop operations
  - a) Maintenance/Small repairs
  - b) Large repairs/rebuilds
- 5) Shop Operation Equipment
  - a) Shop truck
  - b) Fork lift
  - c) Lowboy
- 6) Road Maintenance
  - a) Pothole filling
  - b) Shoulder maintenance
  - c) Signing
  - d) Painting
  - e) Bridge/culvert/Guardrail Maintenance
  - f) Crack filling
  - g) Overlays/Sealcoats
  - h) Mowing
  - i) Street Lighting
- 7) Road Maintenance Equipment
  - a) Patch trailer
  - b) Shoulder Maintainer
  - c) Sign Making Equipment
  - d) Signing truck
  - e) Painting trucks
  - f) Tar Kettle/Routers/Air Compressor
  - g) Quad Axles
  - h) Mowers
  - i) Street Sweeper
  - j) Portable Message Boards
  - k) Chip spreader
  - l) Rubber tired rollers
  - m) Skid Steer
- 8) Road Construction
  - a) Bridge replacement
  - b) Culvert replacement
  - c) Pavement/Base course upgrades
  - d) Brushing/Grubbing
  - e) ROW/ditch grading
  - f) Bicycle/Pedestrian facilities
- 9) Road Construction Equipment
  - a) Rubber tired excavator
  - b) Water Wagon
  - c) Landscape tractor/seedler/rake
  - d) Mulcher
  - e) Crawler/Dozer
- 10) Facility Maintenance
- 11) Crew Transport Equipment
- 12) Adopt a Highway

# **ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**MONDAY, APRIL 6, 2009, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner & Fred Nickel  
~ Adams County Parks Department

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Monday, April 6, 2009.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN.  
ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Renner to approve the Agenda as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETING (MARCH 16, 2009 REGULAR MONTHLY MEETING):** *Motion by Keckeisen to approve the Minutes as printed of the Adams County Public Works Committee Meeting for March 16, 2009, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public Participation was requested for the following Agenda item:

- CTH Z & Bighorn Dr. ATV Crossing – Review and act on permit application

**CTH Z & BIGHORN DR. ATV CROSSING – REVIEW AND ACT ON PERMIT APPLICATION:** Fred Nickel ~ Adams County Parks Department presented to the Public Works Committee an ATV Permit Application that would allow an ATV Crossing at County Road "Z" and Bighorn Drive. Certified Letters were sent out to the four property owners that this ATV Crossing would affect and a letter was sent to the Town of Monroe. Highway Commissioner relayed Allan Rettler's concerns regarding safety issues with the ATV Crossing. *Motion by Renner to approve the ATV Crossing at County Road Z & Bighorn Drive, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH G – (CTH C TO STH 73) DISCUSS AND ACT ON PROJECT PLANNING AND STAGING:** *Motion by Keckeisen, second by Renner to approve the proposed CTH G (CTH C TO STH 73) schedule:*

- a. 2009 – Replacement of CTH G over Big Roche a Cri Bridge.
- b. 2009 – Replacement of cross culverts and driveway culverts.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
APRIL 6, 2009 ~ 9:00 A.M.**

- c. 2009 – Design peat removal project.
- d. 2009/2010 – Brushing grubbing and grading of ditches.
- e. 2010 – Removal of peat areas, then “patch those areas.”
- f. 2011 – Addition of Base gravel and new hot mix.

**VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.**

**CTH E – (6<sup>TH</sup> AVE. TO CTH G) EXCESS RIGHT OF WAY – DISCUSS AND ACT ON SETTING SALE PRICES:** *Motion by Morgan to use the most current Right-of-Way Sales Study to set the per acre price for excess right-of-way on County Road “E” between 6<sup>th</sup> Ave. & County Road G, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH Z – (CTH F TO STH 21) – REVIEW AND APPROVE OFFERING PRICES & JURISDICTIONAL OFFERS:** *Motion by Keckeisen, second by Babcock to approve offering prices as presented for the CTH Z (CTH F TO STH 21 Project: Edward W. & Barbara J. Volkening, Parcel #174, \$40,800.00 / Jay T. Page & Gisela R. Page, Trustees of the Page Living Trust U/D December 14, 1994 and Gerd Grafenstein and Gisela R. Page, as tenants in common, Parcel #22, \$250.00 / Frank & Cindy Steinke, Parcel #61, \$1,850.00 / Frank A. Steinke, Parcel #59, \$800.00 / Richard & Sandra Prete, Parcel #68, \$1,850.00 / Kazimiera Ingerski & Wojciech Kowalski, Parcel #76, \$100.00 / Richard & Donna Buhalog, Parcel #96, \$600.00 / Larry & Doneta Quinnell, Parcel #124, \$700.00 / CitiMortgage Inc., Parcel #131, \$600.00 / Ron & Donna Hurta, Parcel #147, \$100.00 / Larry D. Quinnell, Parcel #161, \$1,100.00 / Christopher D. Quinnell & Kamela M. Quinnell, Parcel 166, \$3,000.00. ROLL CALL VOTE: Morgan – YES, Babcock – YES, Johnson – YES, Keckeisen – YES, Renner – Abstained. MOTION CARRIED. Motion by Johnson, second by Morgan to approve Jurisdictional Offers as presented for the CTH Z (CTH F TO STH 21 Project: Jeffery D. Waller, Parcel #158, \$905.00 / Donald Scott Waller and Jeffery Dean Waller, Parcel #168, \$7,550.00 / Donald S. Waller and Elizabeth A. Waller, Parcel #177, \$6,625.00. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH Z – (CTH F TO STH 21) RAILROAD CROSSING:** The Public Works Committee reviewed two drawings: existing parking & proposed parking at Railroad Crossing on CTH Z. *Motion by Keckeisen to proceed forward with the attached parking proposal for the Railroad Crossing at the County Road Z (CTH F to STH 21) Project, which would consist of a No Parking Zone 150’ North and South and to create a 12 vehicle parking lot per the attached drawing, this is in order to avoid the cost of railroad crossing upgrade, with the county expense to be only gravel, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH Z (CTH F TO STH 82) – REVIEW AND ACT ON STATE/MUNICIPAL AGREEMENTS FOR REVIEW:** *Motion by Renner to approve the cost of \$25,000.00 for Wisconsin Department of Transportation (D.O.T.) to review project plans and documents for the County Road Z (CTH F to STH 82) Project to qualify the project for Federal Aid, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH Z – (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) – REVIEW AND ACT ON STATE/MUNICIPAL AGREEMENTS FOR REVIEW:** *Motion by Keckeisen to approve the cost of \$25,000.00 for Wisconsin Department of Transportation (D.O.T.) to review project*

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
APRIL 6, 2009 ~ 9:00 A.M.**

*plans and documents for the County Road Z (18<sup>th</sup> Lane to Wood County Line) Project to qualify the project for Federal Aid, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**STIMULUS PROJECTS – REVIEW, UPDATE AND ACTION ON STIMULUS PROJECTS AND ASSOCIATED FUNDING REQUIREMENTS:** Discussed County Road Z Projects, alternative fueled vehicle program and broadband possibilities.

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ Snow fence is in the process of being removed, and a check for Bob Grabarski is in the system for payment for long stubble per the snow barrier policy.
- ✓ Commissioners Training is April 8 & 9.
- ✓ We are registering 2 participants for the state wide rodeo.
- ✓ Brushing on CTH J from 10<sup>th</sup> to 6<sup>th</sup> is complete, and the contractor plans on starting April 20, 2009. CTH J will be closed local traffic only.
- ✓ Seasonal weight limits have been removed.

**FINANCIAL REPORT:** *Motion by Morgan to approve the March 2009 Financial Report as audited, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the April 2, 2009 Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Renner to approve the check summary report / vouchers as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**ADJOURN AND NEXT MEETING DATE:** *Motion by Morgan, second by Keckeisen, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, May 14, 2009 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:07 A.M..

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

- ASSUME 12' BETWEEN CARS  
 IN TAPACAL PARKING  
 SITUATION

E1625A03

EXISTING PARKING

AT BAR

04-02-09

1"=30'

ARNIE &  
MILLIE B.  
JORGENSEN

TAVERN

KAREN A. PANTALEO

APPROX LOCUS OF  
PROPOSED ON STREET  
PARKING

P/L

50' Dedicated  
R/W FOR  
SOUTH ST.

100' Railroad R/W

TRACKS

PACIFIC

ENTRANCE?  
ENTRANCE?

REB 3/4"

⑥

⑤

④

③

②

①

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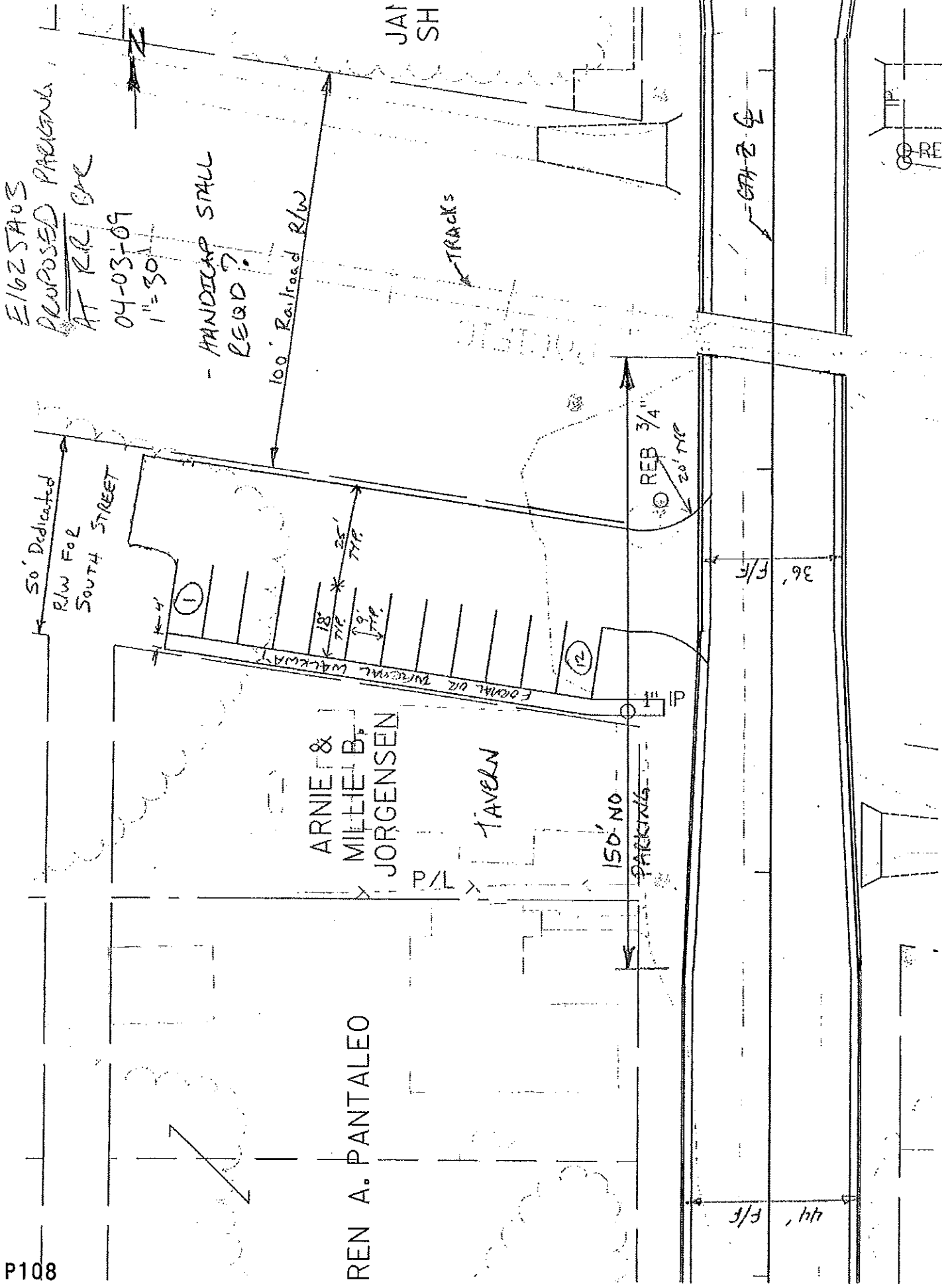
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⑩

⑨

ROOM FOR 12  
 VEHICLES IN EXISTING  
 SITUATION

32' ALY





**ADAMS COUNTY PUBLIC WORKS COMMITTEE**  
**April 8, 2009, 6:00 PM**  
**LANDFILL OFFICE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
David Renner, Secretary  
Florence Johnson  
Mike Keckeisen

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Everette Johnson, Spectator

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 6:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, MORGAN, JOHNSON, RENNER, AND KECKEISEN PRESENT. *Motion by Renner, second by Johnson, to approve the Agenda as printed. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM MARCH 6, 2009:** *Motion by Johnson, second by Renner, to approve the Open Session minutes as presented for March 6, 2009 meeting. All in favor. Motion carried.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Received notification of Basic Recycling Grant award of \$135,039.63 which is \$15,004.87 LESS than 2008. This will cause our 2009 grant revenue budget to be short. This grant amount based on the Governor's reduction in grant funds for 2009. Further reductions are proposed for the 2010 budget.

Also received notification of REI Recycling Grant award of \$11,117.83 which is \$1,636.83 less than last year. This will also affect our 2009 budget as well as the 2010 budget as this grant has been eliminated in the Governor's budget.

Received notice that Assembly Bill 114 has been introduced to authorize DNR and local law enforcement officials to issue citations for violations related to the open burning of solid waste & recyclables.

Received notice that Senate Bill 107 has been introduced to require manufacturers of video display devices, computers & printers sold in WI to assume responsibility for the collection and proper disposal of electronics devices.

Received notice that Assembly Bill 139 would increase the fine for littering from a maximum of \$500 to \$1000.

**FINANCIAL REPORT:** Ms. Diemert presented the March 2009 Financial Report and Monthly Check Summary. *Motion by Keckeisen, second by Morgan, to approve the Financial Report and Check Summary for March 2009. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated April 8, 2009 (see attached copy) and discussion was held. *Motion by Renner, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**UPDATE ON LTC/DNR OPTIONS:** Ms. Diemert reported that we submitted a letter to the DNR requesting \$750,000 from the Long Term Care (LTC) account. She stated that calculations show that we still have cushion of \$140,000 for future use that will continue to earn interest. The release of funds will be used to pay off our loan deficit to the general fund. The rest will be used to purchase vehicles and possibly do some upgrades to our facility.

**EMPLOYEE UPDATE:** Ms. Diemert reported on the employee status. One driver is still off since October 2007 on a Worker's Comp injury. It is unknown when he will return.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert did not have any new trainings to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda: Update on the LTC and the Governor's budget.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, May 13, 2009 at the Landfill at 6:00 PM. *Motion by Johnson, second by Keckeisen, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 6:50 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**SITE REPORT**  
**April 8, 2009**  
**Solid Waste Department**

**TIPPAGE REPORT:** 1,761,440 lbs of garbage were brought in which is the 5<sup>th</sup> highest amount ever brought into the landfill for March, although it is 56,800 lbs higher than March 2008. Year to date, we are still down 14% in tonnage from 2008.

There were 4 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$240.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,134 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Attended the AROW/SWANA/WCSWMA Winter Conference at Chula Vista on March 11-13<sup>th</sup>.

Was on vacation from March 14<sup>th</sup> – 21<sup>st</sup>.

Attended the Wellness Committee and Health Insurance Study Committee on March 24<sup>th</sup>. Also met with the Administrative Coordinator to discuss non-lapsing accounts. Gave a presentation to the Master Gardeners at 6:00 PM regarding compost.

Met with the Administrative Coordinator on March 30<sup>th</sup> to discuss the 2010 budget process.

Hosted a regional meeting on April 6<sup>th</sup> with Ayres, Juneau & Monroe Counties regarding economic survival of small public landfills. Will also gather information for the Strongs Prairie Annual Meeting on April 14<sup>th</sup> where we will be presenting this information and asking for approval to take some of Juneau Counties waste now and looking ahead to when they close their landfill in approximately 5 years.

Will attend the Department Head meeting on April 23<sup>rd</sup>.

Will attend the Land Conversation Tree & Shrub sale on April 24 & 25<sup>th</sup> to sell bagged compost.

Will attend the Alpha Terra presentation on April 30<sup>th</sup>.

Will meet with Dept. HSS and Practical Cents staff on April 21<sup>st</sup> to discuss the Adams County Reuse Project where landfill customers will set good items into a trailer for resale at Practical Cents.

Attended other various meetings through the month.

**SITE/EQUIPMENT IMPROVEMENTS:** Normal maintenance and repairs were performed during the month.

**INSPECTIONS:** The DNR performed their annual inspection on April 2<sup>nd</sup>. All items inspected were compliant. No other problems, areas of concern, or regulatory issues were encountered. There were no other inspections performed for the month.

**LOSS CONTROL/SAFETY/STAFF ISSUES:** Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

Arranged for random drug & alcohol testing on three CLD drivers.

Loss Control Officer held a Safety meeting on March 17, 2009. Agenda items included Bloodborne Pathogens, Hazard Communications, Lockout/Tagout, Hearing Conservation, Respiratory Protection, Fire Extinguishers, Warm Weather Traffic Hazards, and New Safety Vests.

**\*See Site Improvements section for more Loss Control/Safety Issues**

**INDUSTRIAL PARK:** Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

The quarterly inspection and testing was performed on April 1<sup>st</sup> by Monona Plumbing. No problems were identified and the system passed all tests.

**ADMINISTRATIVE PROJECTS:** During the month of March/April the Director performed the following duties: Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Some materials are being stockpiled due to the very poor market conditions.

Continued to coordinate new curbside and residential route customer orders. We had 14 new residential/business account customers since the last report which increases our annual revenues by \$4,359.00. However, we also had 10 customers who cancelled service due to lack of payment and/or price increases creating an annual loss of \$3,081.00. This is probably caused by the state of the economy, people reverting back to burn barrels and eliminating luxury services such as garbage pick-up. We are currently billing \$528,468 annually for this service.

Completed the Youth Work/Training Site Project Application forms. This program through the Workforce Development Board is funded by stimulus monies and allows for training of youth for the summer. The Operating Engineers have approved using youth as mechanic helpers in the shop and in the recycling building.

Several other stimulus money programs are being investigated to see if our Department would qualify for any of them. There may be some monies available for upgrading new trucks to post 2007 emissions standards or alternative fuels.

Schedule a ½ price tire and appliance round-up for June 6<sup>th</sup> following decision of the Public Works Committee. This round-up is a service offered to citizens but the costs are not completely covered. If we didn't offer these annual events these items would probably be found in the ditches.

Prepared an opposition letter to legislators regarding the increase in tip fees and the reduction/elimination of recycling grants. The increase in tip fees will mostly go to pay off the State's budget deficit for programs that have no solid waste or recycling ties. A resolution will also be prepared for the Committee.

Met with marketing vendors and placed ads regarding various advertisements around the county.

Submitted monthly recycling report to the City of Adams as required.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

**LANDFILL CONSTRUCTION:** No landfill construction has been performed since the last report.

A request to the DNR to release funds from our Long Term Care account was submitted on March 9<sup>th</sup>. If approved this money will pay off the budget deficits from unbudgeted items in 2005, as well as the landfill compactor loan from the general fund. The excess funds will be used to update the landfill fleet and other unbudgeted items such as a new phone system, etc..

We received approval of our Plan Modification from the DNR to use glass aggregate in Cell #4 sub-base construction to firm up the sub-base. This will save money since we will not have to mine and haul intermediate quality clay from the borrow site.

Funding for Cell #4 construction was part of our County's request for infrastructure funding through the WCA request for stimulus money.

## Resource & Recreation Committee

### Minutes of Meeting

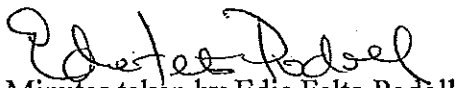
March 5, 2009 @ 9:00 AM

Adams County Community Center

569 N. Cedar Street, Room 123

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 9:10 AM, in Room 103, Adams County Community Center by Chair Dehmloew.
2. **Roll Call:** Board Members: Stuchlak, Dehmloew, Hartley, Renner and Licitar. Agents present Genrich, Felts-Podoll and Swensen.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Hartley to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Renner Second by Licitar to accept minutes of the Resource & Recreation Committee of February 2, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Extension Communication:** Annual Report for Extension and UW-Colleges was distributed. Additional copies will be acquired for annual County Board Report in March.
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements for January 2009:** Committee reviewed and discussed. Check Summary for January was reviewed. Motion by Licitar Second by Stuchlak to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Stuchlak Second by Licitar to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Community Building Update:** Ice dams continue. Potential solution might be a new steel roof with insulation between old and new roof areas.
  - d) **Introduction to New Part-Time Employee:** Not a scheduled work day. Committee informed of work hours.
  - e) **Report on WACEC Meeting:** Positive comments. Members liked the programs. Discussed summer WACEC meeting dates.
9. **Set Next Meeting Date:** Motion by Stuchlak Second by Hartley to set April 7, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
10. **Agenda Items for Next Meeting:**
  - Introduction of new support staff
11. **Adjourn:** Motion by Licitar and Second by Stuchlak to adjourn until 9:00 a.m., April 7, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 10:00 AM.

  
Minutes taken by Edie Felts-Podoll  
Family Living Educator  
UW-Extension, Adams County

\_\_\_\_\_  
Glenn Licitar, Committee Secretary

**Resources and Recreation Committee Meeting**  
**March 10, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:05 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Tim and Lorie Hodkiewicz – Soccer and Little League Program Reps, Dave Dehmlow – Dehmlow Trucking, Todd Dolata – T & L Excavating, Darrin Johnson – WRPC, Clem Safranek – MSA, Tadd Wormet – AF Motors, Chuck Sibilsky – LWCD, Barb Petkovsek – Admin. Coord./DOF, and John Albert – Corporation Counsel.

**Approve Agenda:** Motion by Stuchlak/Licitar to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Renner/Stuchlak to approve the February 10, 2009, minutes as printed. Motion carried.

**Agenda Items:**

**Committee Recreation Report:** Renner inquired about an ATV trail segment in Strongs Prairie area – Coordinator reported he has no knowledge of this apparent private trail.

Licitar reported receiving a complaint on the user fee at Fawn Lake. Director reported a portapotty will be installed at Fawn Lake for the first time this season.

Renner inquired about Mason Lake, who owns what? Director reported the County owns the boat launch and Wagon Wheel Campground owners own ¾ of the parking lot. Wagon Wheel sells the seasonal user fee stickers for the Parks Department and retains 50 % of the revenues from their sales for the use of the parking lot.

**Correspondences:** None.

**Special User Requests:** Motion by Licitar/Hartley to approve the Dellwood Snowmobile Club's request to hold a pancake breakfast May 24, 2009, in the Castle Rock Park shelter building per Adams County Park Ordinance # 6-2008, Sec. 2.2. Motion carried.

**Public Participation:** None.

**Little League & Soccer League:** Mr. Hodkiewicz reviewed the soccer program for Committee. Motion by Stuchlak/Hartley to release \$1,000.00 to the Roche-A-Cri Little League and \$1,000.00 to the A-F Youth Summer Soccer as approved in the 2009 budget per County Board. Motion carried.

**Administrative Directive on Campgrounds Management:** Motion by Renner/Stuchlak to postpone to April agenda. Motion carried.

Motion by Hartley/Stuchlak to modify agenda order. Motion carried.

**Employee Status Report(s):** Outlying Caretaker will start beginning of April. Lifeguard positions will be available.

**Outlying Parks:** Park users that prefer to purchase a season pass vs. a day user pass will be able to request to purchase the sticker(s) at the outlying registration boxes by enclosing the money and filling out a form for pass(es) to be mailed to the purchaser. This is new for 2009 and makes for a more user friendly system for the general public.

**Expense Check Summary Report:** Reviewed by Committee. Renner requested the gas and electric line item be separated beginning with the 2010 budget. Director will discuss request with Admin. Coord.

**Castle Rock and Petenwell Park Riprap projects to include associated road repairs and opening and awarding bids at 10:00 a.m.:** Director reported Petenwell Park is eligible for \$36,000.00 and Castle Rock Park is eligible for \$10,483.00 of State aid for the riprap projects at 75% cost-share – County has to pay 25% of the project costs for Petenwell and slightly higher for Castle Rock. Director read aloud bid ad that was publicized in the Adams County Times Reporter and stated the County does not have the necessary project permits yet. Project cannot begin till permits are received.

Motion by Renner/Stuchlak that a performance bond be required by the successful bidder before work may begin. Motion carried.

Dehmlow opened and read aloud the project bids.

A ten minute recess was taken.

Motion by Stuchlak/Renner to accept Dehmlow Trucking's bid of \$39,395.44 for Petenwell Park and \$19,918.50 for Castle Rock Park, to include extension of starting date. If Dehmlow Trucking does not accept the project will be awarded to the second lowest bidder. Roll call vote, all yes. Motion carried.

**Castle Rock Park Harbor of Refuge feasibility study proposal from MSA Professional Services:** Mr. Safranek reviewed the need and steps to be taken for the Castle Rock Harbor of Refuge feasibility study. Motion by Renner/Hartley to approve MSA perform a feasibility study for the proposed Castle Rock Park Harbor of Refuge at a cost of \$85,000.00 - \$95,000.00, contingent upon the Parks Department securing funding for the project and Committee approval. Motion carried.

**Vehicle Replacements:** Mr. Wormet reviewed A-F Motors quotes and specs for two new trucks and plows purchased via municipal leases as the Department has done in the past. Director reported one new truck would go to Petenwell Park and the other for the Admin Office, the current Admin truck would go to Castle Rock Park. Motion by Renner/Stuchlak to draft a Resolution to purchase the two proposed trucks and plows from A-F Motors via municipal leases and forward to County Board for approval. Motion carried.

**Tourism/Sports Shows:** Director reported there are only two shows remaining for the winter/spring season.

**Trails Report:** Coordinator reported an Easton trail segment is closed to snowmobiling due to logging in the area. The County received the State Aid Agreement for the Wood County trail segment that Adams County is grooming.

Coordinator will be meeting with Plum Creek Timber Company Rep(s) to discuss the ATV trail(s) on Plum Creek properties. The lease is expired.

Coordinator reported the Hwy Z approach and 18<sup>th</sup> approach will be done by the Hwy Department.

The \$3500 lease agreement for the trail segment in Monroe Center will be included in the 2010 state aid request.

**Future Agenda Items:** Castle Rock Park pulping project bids and Administrative Directive on Campgrounds Management.

**Next Meeting Date:** April 14, 9:00 a.m., A231.

**Adjourn:** Motion by Licitar/Stuchlak to adjourn at 11:58 a.m. Motion carried.

Submitted by,

Glenn Licitar  
Committee Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Resource and Recreation Committee



**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**March 9, 2009 12:15 p.m.**  
**SCLS Administration**

**Present:** R. Barden, F. Cherney, L. Davis-Brown, E. DeSmidt, M. Furgal, J. Hanson, J. Harrington, J. Healy-Plotkin, T. Iaccarino, B. Keen, T. Kriegl, S. Martin, T. McIlroy, N. Nelson, H. O'Donnell, G. Poulson, J. Pugh, L. Schmidt, P. Townsend

**Also Present:** H. Moe, P. Davis, S. Morrill, B. Dimick

**Absent:** M. Cole, J. Morre

**Excused:** C. Chapman, J. Kreten, P. Westby

**Call to Order:** J. Pugh, President, called the meeting to order at 12:16 p.m.

- a. Introduction of guests/visitors and new board members: Al Zimmerman was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** R. Barden moved approval of the February 9, 2009 minutes. P. Townsend seconded. Motion carried.

**Bills for Payment/Financial Statements:** J. Hanson reviewed the bills for payment in the amount of \$244,715.75 and moved approval. R. Barden seconded. Motion carried.

**President's Report:** None

**Library Funding – Al Zimmerman, retired DLTCL Consultant:** Al presented a general overview of funding statistics acquired from two publications – the Institute for Museum and Library Services' Public Libraries in the United States and the Wisconsin Public Library Service Data.

**Approval of 2008 Annual Report:** N. Nelson moved approval of the 2008 annual Report. Motion was seconded and carried.

**LibLime Contract Authorization:** Phyllis requested the Board authorize her to sign the LibLime contract as fiscal agent for the LINK consortium. It is close to being finished and we would like to finalize before the April meeting. N. Nelson moved. J. Hanson seconded. Motion carried.

**Committee Reports:**

- Facilities:** J. Hanson noted the committee viewed five properties and narrowed the search to three possibilities. Stef noted a decision on which facility to choose will be made within the week. Space planning issues will be discussed with Deb Haeffner and after speaking with WLA, a contract will be signed, hopefully, by

the end of April. The Facilities Committee will meet again prior to the April Board meeting.

**SCLS Foundation Report:** L. Davis-Brown noted the Foundation newsletter has been sent and is also available online. The Foundation records will also be audited in conjunction with the SCLS audit. The committee will be meeting after the April Board meeting and they are looking for another citizen member to complete the committee.

**Circulation and ILL Statistics:** No report.

**System Director's Report:**

The Fitchburg library is a go. They are starting over and doing an RFP for an architect, etc. It will likely be 9 to 12 months before they break ground. 2011 would probably be the earliest they would be open for business.

Stef and Phyllis met with Julie Gores, Library Director at MATC. There seems to be a lot of possibilities for partnering with MATC. They have a goal of reaching out to the community and they often serve the same patrons as SCLS public libraries, so after some brainstorming, it was decided we should try a pilot project in which MATC librarians would be available as trainers for library staff and/or patrons. This project could be incorporated into our 2009 LSTA grant.

With regard to the State budget, the Governor has proposed an increase for public library systems to keep us at 8.2%, which will provide a small increase in 2010 and a larger increase in 2011 (about \$104,000 for SCLS by the end of the second Biennium). The proposal to cover Delivery costs was not included in his proposal and the public library system funding would be moved off the General Purpose Revenue to the Universal Service Fund.

Columbia County has encountered an issue with a patron who viewed pornography on the Internet at a library and has begun speaking with citizen groups about picketing libraries that don't filter their computers. Some of our local libraries do have filters, mostly in the children's areas, but they are not required by law to do so. It is a local policy decision. Phyllis has tried to contact this patron, but he has not returned her phone calls. She will draft a letter to him.

The relationship between SCLS and LibLime will be very different compared to what we were used to with a "traditional" vendor because of the nature of open source. Members of the contract committee have been through several iterations and a conference call is scheduled with the lawyer SCLS is using for the contract. There was an adding error in the software development document we had been working from and unfortunately, it was not in our favor. The migration committee is working to see what can be pared off of our development list. We have a goal of getting the contract signed by the end of March, 2009.

The LINK Governance Task Force met March 4 and is planning options for discussion at the May 15<sup>th</sup> meeting at Olbrich Gardens.

Our audit is scheduled for the week of March 16.

Hans Jensen, Director at Portage Public Library, is retiring May 1. Current libraries without directors are Lodi, Vesper and Arpin. The Baraboo Public Library is holding public meetings regarding remodeling their library and Brodhead is moving into their new facility this week.

Stef noted the PR committee will be working on a "Libraries Change Lives" campaign this year, which will fit in nicely with advocacy. Many member libraries have expressed interest in helping with the campaign.

We received the Career Library database free for a year from EBSCO. Rose Ziech, Kerri Hilbelink, and Cheryl Becker have been working to get the database up and running and it is available now. It seems to be a very nice fit for the current economic climate and for our libraries needs.

The final eligibility list for the Gates grants was received and Plover and some Madison branches are the only ones on the list. All other libraries that were potentially eligible are not. This is quite disappointing especially since we had committed so much time to the preliminary work, but ultimately some libraries were not disappointed because there were so many hoops to jump through to get the money.

A bus will be available on Saturday, July 11, and Monday, July 13, for those who would like to attend ALA in Chicago. The cost will be \$30 for transportation and you have the choice of attending for one day or staying longer. If you are going for 1 day, Jean Anderson will get your Exhibits Pass, which will cost you \$25.00. More information is available in Online Update and on the SCLS website at <http://www.scls.info/cc/alabus.html>.

#### **Public Library Advisory Committee (PLAC) Report:**

#### **Multitype Advisory Committee (MALC) Report:**

#### **LINK Report:**

Agenda and Minutes for the above committees can be found on the web at:  
<http://www.scls.info/committees/index.html>

**Other Business:** Sue Martin inquired about a public hearing that was held in Grafton regarding inappropriate materials in libraries. B. Dimick commented on the procedures Madison Public Library has in place to address complaints from patrons regarding appropriate material.

#### **Information Sharing:**

Meeting adjourned at 1:18 p.m.

Heidi Moe, Recorder

## **System Director's Report**

### **March 2009**

Last month I reported on 2009 projects involving facilities, delivery, automation, and technology planning and governance. This month I will update you on projects that are primarily managed by our staff in the Administration office.

As with delivery and automation, many things administration staff do are required to maintain quality day-to-day service. Examples include meeting with new children's librarians and directors to orient them to system services; assisting member librarians in the statutory certification and re-certification processes; updating and adding content to SCLS and member library web pages; and planning annual activities like System Celebration and our Annual Meeting with members.

As I write this at the end of March, many 2009 projects have been completed, or are ongoing. For example:

- Staff helped Madison Public Library implement ILLiad, an improved InterLibrary Loan request management system, throughout the system.
- The Summer Library Program promotional DVD is almost complete and requests for flyers and other SLP printed materials are coming in fast.
- Advocacy activities related to the 2009 biennial budget process are well underway.
- Review of all member library 2008 annual reports is complete.
- SCLS Technology Plan revision is being written.
- Investigated and deployed Microsoft Steadystate as the new security model for non-LINK computers.

Staff are moving ahead in many other areas, several of which were slowed by the delay in release of LSTA funds for the 2009 grant year. Staff plan to:

- Bring in nationally-known speakers (Gail Johnson & Pam Parr) to conduct training on strategic planning for member libraries.
- Create and host a 2nd teen symposium in May 2009.
- Create a toolkit with bibliographies of print and online resources, social agencies, and helpful information on aging and elderly health, family caregiving, etc.
- Contract with Face To Face consulting to assist with the development of at least two SCLS library strategic plans.
- Use LSTA funds to put wireless internet access in 3 additional libraries and upgrade access in 4 libraries.
- Create a digital local history title, which will be available from a local website and the State of Wisconsin collection.
- Investigate the use of Kaseya, a PC troubleshooting/remote management environment.
- Upgrade to new version of workstation time and print management system.
- Creation of an Online Advocacy Toolkit.
- Development and implementation of a trial project with six member libraries to increase awareness and use of online information resources (databases).
- The SCLS Marketing & PR Advisory Committee has begun work on a project to publicize how public libraries transform lives.

These examples are not meant to be exhaustive, but to give you a feel for the scope of what is happening. By the time we meet in April we will have signed the contract with LibLime and can give more information about our facilities search. I'll see you on the 13<sup>th</sup>.



**SOUTH CENTRAL LIBRARY SYSTEM**  
Circulation and ILL Statistics

February 2009

	*2008 Population	2008 Circulation	**2008 Collection	2008 Annual Expenditures	Same Mo. Current Circ. 2008	Mo. Current Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2009
<b>ADAMS</b>									
Adams City	18,620	96,655	35,049	327,787	7,648	8,944	2,960	3,592	18,295
Rome	3,190	29,825	17,798	128,139	3,760	2,066	80	-	4,577
<b>TOTAL</b>	21,810	126,480	52,847	455,926	11,408	11,010	3,040	3,592	22,872
<b>COLUMBIA</b>									
Cambria	781	24,693	9,306	100,877	1,322	1,571	705	924	3,479
Columbus	4,866	104,953	45,138	317,065	7,887	8,826	2,362	4,381	17,946
Lodi	3,007	98,393	30,526	251,307	7,780	7,395	3,107	2,404	15,437
Pardeeville	2,102	43,536	21,957	133,924	3,913	3,471	1,470	2,066	7,384
Portage	10,120	222,820	65,104	592,016	17,847	17,357	5,474	5,262	37,351
Poynette	2,534	57,161	21,084	139,805	4,486	5,476	2,361	1,891	10,566
Rio	988	34,976	27,177	132,554	2,539	2,296	78	-	4,663
Wis. Dells	5,244	95,123	41,599	469,706	7,774	8,147	3,264	3,119	16,496
Wyocena	734	12,955	9,242	59,588	843	1,093	439	745	2,228
Other City	28,166			549,892					
<b>TOTAL</b>	58,542	694,610	271,133	2,746,734	51,852	55,632	19,260	20,792	115,550
<b>DANE</b>									
Belleville	2,202	73,404	32,406	227,638	5,951	5,292	2,034	3,444	10,971
Black Earth	1,341	39,586	21,457	114,253	3,227	3,074	1,412	2,303	6,591
Cambridge	1,271	60,398	26,062	158,125	4,691	5,009	2,057	2,319	10,141
Cross Plains	3,486	91,411	44,187	335,383	6,922	7,054	1,995	4,460	14,728
Deerfield	2,240	59,210	23,456	175,859	4,825	4,593	2,484	2,605	9,606
DeForest	8,492	381,715	87,348	700,020	28,812	29,819	7,599	9,075	62,914
Marshall	3,682	59,159	30,802	209,782	4,726	4,505	1,543	3,489	9,750
Mazomanie	1,624	37,674	20,452	107,860	3,148	3,267	1,847	1,759	6,590
McFarland	7,359	206,184	62,601	505,363	15,857	16,903	4,773	8,795	35,133
Middleton	16,960	755,727	113,033	1,587,618	58,219	61,857	17,666	17,371	127,411
Monona	8,194	265,114	70,276	651,364	20,404	23,459	6,978	7,187	47,391
Mt. Horeb	6,697	217,183	52,392	659,591	18,105	17,404	6,667	6,618	36,837
Oregon	8,764	301,870	66,715	652,728	23,285	25,365	8,972	6,325	51,975
Stoughton	12,865	271,925	68,957	744,452	22,741	21,962	7,940	6,323	46,307
Sun Prairie	25,810	540,272	106,442	1,538,251	40,020	45,236	11,508	12,057	91,958
Verona	10,240	532,268	81,312	994,762	40,821	44,009	13,025	10,023	91,407
Waunakee	11,105	259,491	72,119	663,764	19,097	20,598	6,712	7,847	43,289
Madison	226,650	4,665,858	930,412	13,333,236	389,249	386,929	72,871	44,832	811,447
DCLS	112,980	179,584	50,793	4,081,796	13,275	12,803	2,555	6,192	27,097
<b>TOTAL</b>	471,962	8,998,033	1,961,222	27,441,845	723,375	739,138	180,638	163,024	1,541,543
<b>SUB TOTAL</b>	552,314	9,819,123	2,285,202	30,644,505	786,635	805,780	202,938	187,408	1,679,965

	*2008 Population	2008 Circulation	**2008 Collection	2008 Annual Expenditures	Same Mo. Circ. 2008	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2009
<b>GREEN</b>									
Albany	2,174	42,557	20,795	77,827	3,611	3,772	177		7,614
Brookhead	3,233	70,910	45,218	199,985	6,083	4,089	1,070	3,543	10,173
Monroe	15,290	224,622	94,293	880,599	17,073	19,620	5,208	7,919	39,463
Monticello	1,166	70,030	38,285	127,364	no report	no report			
New Glarus	2,108	80,342	30,860	246,207	6,626	6,388	2,461	5,320	13,361
Other Cty	12,252			379,033					
<b>TOTAL</b>	<b>36,223</b>	<b>488,461</b>	<b>229,451</b>	<b>1,911,015</b>	<b>33,393</b>	<b>33,869</b>	<b>8,916</b>	<b>16,782</b>	<b>70,611</b>
<b>PORTAGE</b>									
Amherst	1,052	18,411	23,189	32,095	11	no report			0
Portage Cty	69,454	483,035	195,793	1,782,798	41,929	46,531	736	105	86,038
<b>TOTAL</b>	<b>70,506</b>	<b>501,446</b>	<b>218,982</b>	<b>1,814,893</b>	<b>41,940</b>	<b>46,531</b>	<b>736</b>	<b>105</b>	<b>86,038</b>
<b>SAUK</b>									
Baraboo	11,755	248,266	72,713	798,636	20,502	21,806	7,344	6,137	44,063
LaVale	324	2,522	5,771	15,750	471	-	-	11	
N. Freedom	629	17,810	7,112	30,828	734	1,512	748	1,026	3,501
Plain	803	28,778	15,330	112,113	2,910	2663	1309	1553	5585
Prairie du Sac	3,735	137,118	49,536	322,355	11,040	11,152	3,810	4,663	22,393
Reedsburg	9,118	262,377	79,656	616,056	21,211	22,902	5,416	9,674	47,244
Rock Springs	406	5,350	7,559	39,413	1,039	-		113	3
Sauk City	3,300	131,173	45,162	321,408	10,463	11,244	3,328	3,506	22,939
Spring Green	1,513	96,813	31,908	229,964	7,853	8,376	3,057	2,853	17,320
Other Cty	26,620			833,579					
<b>TOTAL</b>	<b>58,203</b>	<b>930,207</b>	<b>314,747</b>	<b>3,320,102</b>	<b>76,223</b>	<b>79,655</b>	<b>25,012</b>	<b>29,536</b>	<b>163,048</b>
<b>WOOD</b>									
Arpin	834	9,735	15,560	29,299	no report	no report			
Marshfield	21,387	441,154	140,586	1,502,049	no report	no report			
Nekosia	2,620	43,228	30,781	161,060	no report	6,062	219	-	38,089
Pittsville	908	29,759	18,143	57,311	2,503	2,336	21	-	9,019
Vesper	531	8,759	12,286	34,752	500	558	26	-	4,961
Wis. Rapids	18,480	489,554	103,977	1,494,041	38,109	41,290	8,962	9,424	1,192
Other Cty	34,876			663,082					84,732
<b>TOTAL</b>	<b>79,636</b>	<b>1,022,189</b>	<b>321,333</b>	<b>3,941,594</b>	<b>41,112</b>	<b>50,246</b>	<b>9,228</b>	<b>9,424</b>	<b>137,993</b>
<b>SUB TOTAL</b>	<b>79,636</b>	<b>1,022,189</b>	<b>321,333</b>	<b>3,941,594</b>	<b>192,668</b>	<b>210,301</b>	<b>43,892</b>	<b>55,847</b>	<b>457,690</b>
<b>GRAND TOTAL</b>	<b>631,950</b>	<b>10,841,312</b>	<b>2,606,535</b>	<b>34,586,099</b>	<b>979,303</b>	<b>1,016,081</b>	<b>246,830</b>	<b>243,255</b>	<b>2,137,655</b>

\*Based on DOA Official Population Estimates 1/01/08 and includes all those individuals who pay library taxes directly to the indicated community.

\*\*Collection includes books, serials, audio, film, video, and other materials such as software, art prints, and toys.

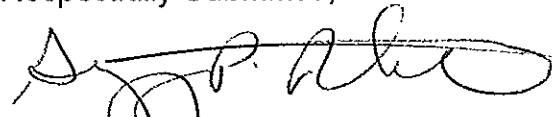
**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

**ADAMS COUNTY SURVEYOR'S REPORT # 426**  
March 31, 2009  
Report for the month of March, 2009

Work is continuing on the 2009 Monument Maintenance Program during March work was done in Rome and Leola portions of the project.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel. We have started entering data into the digital indexing system during the process. This will eventually enable survey records to be accessed from the county website.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read 'Gregory P. Rhinehart', written over a horizontal line.

Gregory P. Rhinehart,  
Adams County Surveyor

**ADAMS COUNTY SURVEYOR'S OFFICE**  
**GREGORY P. RHINEHART, COUNTY SURVEYOR**  
**P.O. BOX 187, FRIENDSHIP, WI 53934**  
**(608) 339-4226**

**SUMMARY OF ACCOUNTS 2009**

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY	300.00	10,785.62	
Balance	\$3,000.00	\$11,114.38	\$ 400.00
MARCH	300.00		
Balance	\$2,700.00	\$11,114.38	\$ 400.00
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
GrandTotal	\$		